Open Flame Permit

for religious or other ceremonies (indoors)

1. A fire code permit shall be obtained by Central County Fire Department. Complete application and permit fee shall be submitted at least 14 business days before the event. *Permit fee is ***$302.00***, payable to Central County Fire Department. A site inspection may be necessary and will be determined at time of review.

2. Provide location of open flame, description, dates, and times the flame will be active.

3. Provide a photo or sketch of the appliance/equipment/item to be lit. Include distances to guests, tables, chairs, decorations, props, etc.

4. At least one staff member from the event location (i.e., hotel event staff) shall be present during the open flame and with immediate access to a portable fire extinguisher. Provide acknowledgement of this statement.

5. The open flame shall not be left unattended at any time. Provide acknowledgment of this statement.

6. The open flame shall either be held or kept on a flat and stable surface while lit. Provide acknowledgment of this statement.

Fee not required for religious ceremonies when approved by the Fire Department.

1399 Rollins Road | Burlingame, CA 94010
(650) 558-7600 | www.ccfd.org | @centralcountyfd

Fire Code Permit Application

Permit number_____

Event name/type: _____

Type of Permit: _____

Site Address: _____

Effective Date(s): _____ Assembly # of persons: _____

Responsible Party

Name: _____

Address: _____

Telephone & Email: _____

Inspection Request – *Inspections only available Monday-Friday, 8am-4pm*

Requested date/time: _____

Point of contact day of event: _____

Telephone & Email: _____

City business license #: _____

REQUIRED

Extent of Use/Operation:

_____

PAYMENT DUE AT TIME OF SUBMITTAL

Permit Fee: _____ DATE PAID: _____

Applicant Signature: _____ Date: _____

Inspector Signature: _____ Date: _____

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