



Pipe and Drape/Exhibit Booth Permit Submittal Process

The application must be submitted no less than 14 calendar days prior to the event date. **Failure to do so will result in double the permit fee.** Your application packet must include the following:

1. Fire Code Permit Application
2. Schematic floorplan of the room(s) to be used during the event. Include locations and dimensions of tables or booths, dimensions of aisles, locations of exits, locations of stages or dance floors, locations of A/V and other equipment.
3. Provide expected guest count.
4. Provide proof of flame certification for all drapery/fabric to be used. Must be certified from California Office of State Fire Marshal.
5. Proof of business license with the City of Burlingame or City of Millbrae. Contact City of Burlingame/HDL at (650) 844-6689 or City of Millbrae/HDL at (650) 242-0649.
6. **Payment of \$291.00**, payable to Central County Fire Department.

Inspection Process

You must call Central County Fire Department at (650) 558-7600 to schedule an inspection. If your inspection must occur outside our regular business hours, you will be charged an additional after-hours fee. A representative from your hotel or the event production company must be present. The inspection will consist of the following:

1. Verification of floorplan – locations of tables, booths, displays, etc.
2. Confirm required aisle widths
3. Ensure no trip hazards; electrical cords are secured
4. Ensure all exits are unobstructed and operational



Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

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: _____