



Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

Open Flame Permit requirements (outdoor)

1. Provide a site plan sketch. Include locations of buildings, parking areas, walkways, vehicles, vegetation, stages, exhibit booths, tents, or canopies. Provide approximate sizes.
2. Provide the number of expected guests/visitors.
3. Provide specific details on your open flame component:
 - a. What is the device or equipment?
 - b. What are the dimensions?
 - c. What is the distance from it to guests, vehicles, buildings, and vegetation?
 - d. What method or type of fuel will you use to create flame/fire? How will it be secured/protected?
 - e. What method will you use to extinguish the fire?
4. Provide details of the safety provisions you plan to incorporate. You may be required by the Fire Department to hire fire watch personnel through a private security company (to be determined at time of plan review).
5. Submit a fire code application and a fee of **\$302.00** to Central County Fire Department.

An inspection by the fire department may be required – to be determined at time of plan review.

Please note that weather and vegetation conditions may affect the issuance of a permit. Should a “Spare the Air”, red flag warning, or high wind warning occur on the day of your event, the permit may be revoked.



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: _____