

HUMBOLDT STATE UNIVERSITY

Facilities Management

707 826-3646 | PHONE
707 826-5888 | FAX
facilitymgmt@humboldt.edu | EMAIL
707 826-4475 | ALT

Standard Operating Procedure: FM004-141118

Title: State Fire Marshal Special Event Applications & Permits

The following procedure shall be utilized by all campus personnel and Facilities Management staff to ensure campus special events meets the requirements of and are properly permitted by the Office of the State Fire Marshal.

- The Facilities Management Planning & Design Unit coordinates with the Office of the State Fire Marshal to secure permits for special events held in University facilities. A State Fire Marshal special event application and permit is required for all events where such is considered beyond the regular daily activities of the campus and/or where the type of event is not in alignment with the planned purpose for the space/facility in which the event is scheduled (i.e., concert in the gymnasium).
- Campus personnel planning any event which meets the definition above must coordinate directly with the Planning & Design Unit which serves as the point of contact with the Office of the State Fire Marshal and the deputy assigned to the campus.
 - Permits may be granted for multiple dates where the same event is being offered (i.e., the same event occurring multiple times using the same layout in the same room/facility).
- To facilitate coordination with the Office of the State Fire Marshal, campus personnel planning an event must submit a Special Event Application & Permit Form including all required attachments. All such forms must be submitted to the Planning & Design Unit for review a minimum of 20 calendar days prior to the event. The Planning & Design Unit can assist with the creation of site and floor plans as required by the permit.
- Once submitted, the Planning & Design Unit will coordinate with the permit applicant, Contracts, Procurement & Risk Management and other campus organizations determined to be associated with said event. Once the application is finalized, the Planning & Design Unit will submit such to the Office of the State Fire Marshal.
- The Office of the State Fire Marshal will review and, if acceptable, issue a permit to the campus for said event. Permits will be issued to the Planning & Design Unit who shall be responsible to forward such to relevant campus individuals and offices.
- The campus office or department responsible for or sponsoring the event shall be responsible to pay for all costs associated with securing said permit including time associated with the permit application and/or field inspections conducted by the State Fire Marshal. Office of State Fire Marshal billing is received by the campus on a monthly basis and will be billed, by Facilities Management, to the sponsoring office or department within 45 calendar days upon reception of the billing from the Office of the State Fire Marshal.

REFERENCES

- Special Event Application & Permit Form (<http://osfm.fire.ca.gov/firelifesafety/pdf/construction/SpecialEventsApplnorth1.pdf>)