

Special Events Permit Application

City of Lake Charles Fire Department
Bureau of Fire Prevention

Event No: _____

A. Event Information

1. Location: _____
2. Name of Event: _____
3. Event Date(s): _____ 4. Set-up Date: _____ 5. Tear-down Date: _____
6. Number of Persons Attending: _____
7. Event Description: _____

B. Applicant Information (Provide all applicable information)

1. Name/DBA: _____
2. Address: _____ Business Lic No: _____
Street City Zip
3. Telephone: _____

Application is made to the Lake Charles Bureau of Fire Prevention for review of plans, inspection and approval of the described activity or work that will meet all applicable standards. No work will be performed until a Fire Prevention permit is received. We understand working without approved plans and a permit **will** result in delays, an investigation and additional penalty fees. A ‘stop work’ order may be issued for the project until the investigation is complete and all fees paid.

Contractor or Authorized Representative Signature

Date

General Permit Fees & Inspection Service

A. Erect A Tent, Canopy or Membrane Structure

1. Up to 400 square feet
2. 401 to 2,000 square feet
3. 2,001 to 5,000 square feet

B. Permit Activities

1. Candles/Open Flame Yes No Explain _____
2. LPG/Propane used for Heating or Cooking Yes No Explain _____
3. Cooking other than LPG/Propane Yes No
Explain _____
4. Heating other than LPG/Propane yes No
Explain _____
5. Christmas Tree Lot: Explain: _____
6. Motor Vehicle(s) in Building: Yes No : Explain: _____

- 7. Carnivals/Fairs
- 8. Tank(s)/Abatement

C. Tent Information

- 1. Tent Installed By: _____ 2. Tel. Number: _____
- 3. Contact Party: _____

<u>Quantity</u>	<u>Size</u>	<u>Color</u>	<u>Date of Mfg</u>	<u>Date Treated</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 5. Total Number of Tents and Canopies: _____ Total Floor Area: _____

D. Fire Safety Information

- 1. Number and Types of Fire Extinguishers: _____
- 2. No smoking signs to Be Posted: Yes No

E. Egress Information

- 1. Number of Exits: _____ 2. Exit Width: _____
- 3. Illuminated Exit Signs: Yes No

Investigation & Penalty Fee

Any work done without approved plans and/or a proper permit is subject to the amount of the penalty fee.