



**Chico Fire Department  
Community Risk Reduction**  
411 Main Street, 3rd Floor  
Chico, CA 95928  
(530) 897-3400  
firedocs@chicoca.gov

**Fees Valid 7/1/24-6/30/25**

**Billing Code: 001-000-40519**

### **SPECIAL EVENT PERMIT APPLICATION**

A special event permit is required for occasional, specific activities or operations (not to exceed 30 consecutive days). Please complete, sign and email the application to **firedocs@chicoca.gov**. This application is to be filed with the Fire Department and an inspection will be required prior to the event. Upon receipt of the application, you will be contacted to schedule an inspection and be given payment instructions. Fees are due prior to the required inspection. Please also provide any applicable emergency response information specific to your event. Per City of Chico Fee Schedule, the fee for special events is **\$258.00**. Inspections scheduled for weekends, holidays, or weekdays after 4:00 PM will be assessed additional fees for after-hour/overtime costs. A permit will not be issued without a completed application, signature, payment of fees and inspection.

**TYPE OF PERMIT** - Please check the box that most applies to the type of special event you will be hosting. The permits below have been adopted by City of Chico Municipal Code, Chapter 16.48.020. A permit shall be required for those activities and operations as set forth in CFC Section 105, as adopted by Chapter 16R.42.

**The Fire Department will determine the permits that are applicable to your event.**

☐ Fires/Bonfires      ☐ Tents/Air-Supported Structures      ☐ Place of Assembly (50 or more persons)

<b>BUSINESS NAME:</b>	<b>BUSINESS PHONE:</b>
<b>BUSINESS ADDRESS:</b>	
<b>BUSINESS OWNER:</b>	<b>PHONE:</b>
<b>MAILING ADDRESS:</b>	
<b>EMAIL ADDRESS:</b>	<b>NAME OF EVENT:</b>
<b>APPLICANT:</b>	<b>PHONE:</b>
<b>DATE OF EVENT:</b>	<b>SET-UP DATE:</b>
<b>REQUESTED INSPECTION DATE:</b>	<b>REQUESTED INSPECTION TIME:</b>
<b>POINT OF CONTACT:</b>	<b>PHONE NO:</b>
<b>NOTES:</b>	
<b>Return Signed Application With Payment</b>	

I am aware that the permit(s) are required (CMC, Chapter 16.48) in order to conduct business within the City of Chico. Any violation of the permit(s) can cause revocation of said permit(s) and possible legal action being brought against me. The fees for the permit(s) are charged on an annual basis.

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***Applicant Signature***

***Title***

***Date***

PEID:		<b>OFFICE USE ONLY</b>		Max Occ. Load/Room/Area:	
Receipt No:		Date:		Permit No:	
Re-inspection Time:		Amount billed:		Expiration Date:	
<i>Authorized Signature</i>			<i>Title</i>		<i>Date Issued</i>