



RISK MANAGEMENT

Special Event Permit Application Procedure

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Do You Need a Permit?

Event Coordinators shall complete and submit a Special Event Application and associated documents in [GOVmotus](#) for approval ten (10) days before the event date by following the steps outlined below.

The Office of the State Fire Marshall (OSFM) requires that events meeting one or more of the criteria below must apply for a Special Event Permit.

- Cooking/Food preparation with a heat source
- [Tents/Canopies](#)
- Stages/Grandstands
- Temporary fencing
- Seating with more than 200 chairs
- Activity within a parking lot (other than parking vehicles)

Electronic Event Site/Floor Plan Review

*[*Please see the information provided below before submitting your documents and the Getting Started section.](#)*

All Special Event Site/Floor Plans submitted for review must meet the following requirements or will be returned unprocessed:

- The OSFM Special Events Cover Page must be included as the first page of the submittal in accordance with the [Drawing File Requirements](#).
- Must not contain pre-printed SFM approval stamp block and language.
- File types for uploading shall be in accordance with the [File Type Requirements](#).
- Accepted sheet size will be in accordance with the [Title Block Configuration and Stamp Location](#).
- Title Block and special events cover page configurations shall be in accordance with the [Title Block Configuration and Stamp Location](#).
- Files shall be in accordance with [Electronic File Naming Standards](#).

Drawing File Requirements

- Drawing Files: For Special Events, all documents must be uploaded as one multi-page PDF document, with the [OSFM Special Events Cover Page](#) as the first page.
 - Every PDF document (Including the cover page) must contain an identifier in the bottom right corner of the document reflected as V1, V2, V3, etc. V1 is the first time the PDF document was submitted; V2 is the second time; V3 is the third; etc.
- At a minimum, the items listed below shall be shown and identified on the plan/drawing:
 - Emergency access for fire equipment must be provided (see [Appendix A: sample layout](#)).
 - Location and Sizes of all grandstands, stages, tents/canopies, temporary fencing, cooking areas, generators, vendors, etc. (see [Appendix A: sample layout](#)).
 - Locations of all exits, the path of travel to exit, and specify all exits and exit aisle widths.
 - Location and quantity of tables, chairs, and/or chair rows.
 - Locations of fire extinguishers and electrical panels.

File Type Requirements

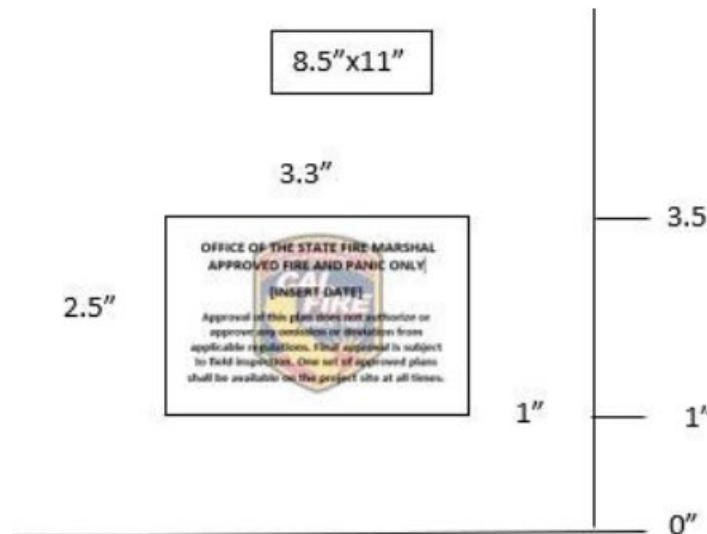
Acceptable Formats	
Drawing/Documents	.PDF

Electronic File Name Standards

- The file name shall be the name of the event. No abbreviations.
- Please limit the number of characters in the file name to 35 characters or less, no dashes, no special characters (&, %, #, etc.), and do not include the date or version numbers.
- Resubmittals: After a review by the OSFM, the entire submittal must be uploaded again and must be named exactly the same as the original file to allow for versioning.
 - All PDF documents in the resubmittal must have an identifier in the bottom right corner of the document reflected as V1, V2, V3, etc. V1 is the first time the PDF document was submitted; V2 is after the full initial review; V3 is after the second full review; etc. Pages you want to remove from the resubmittal do not need to be included in the upload, along with the rest of the pages in the submittal.

Title Block Configuration and Stamp Location

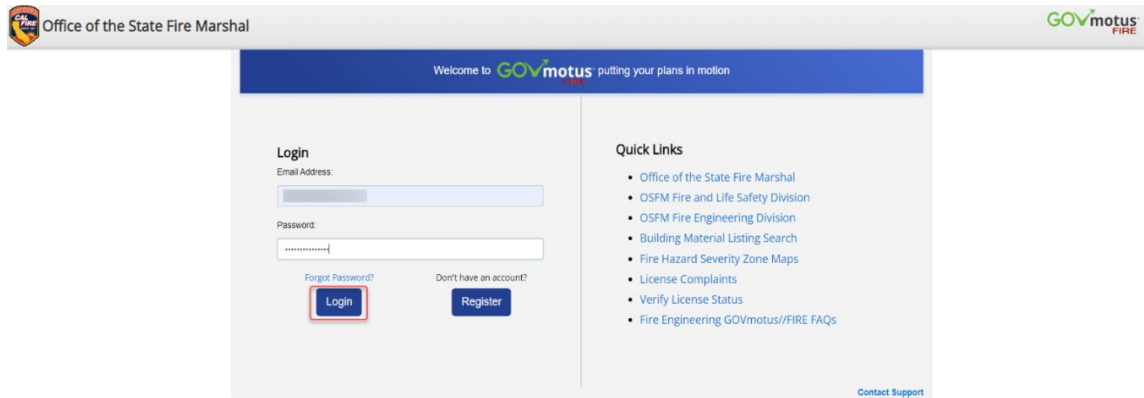
The following locations are identified to ensure the OSFMA Approval Stamp is visible and not truncated when viewed. Special Events must have the first page of the submittal be the OSFM Special Events Cover Page, which already has the area cleared for the approval stamp on the 8.5"x11" page.



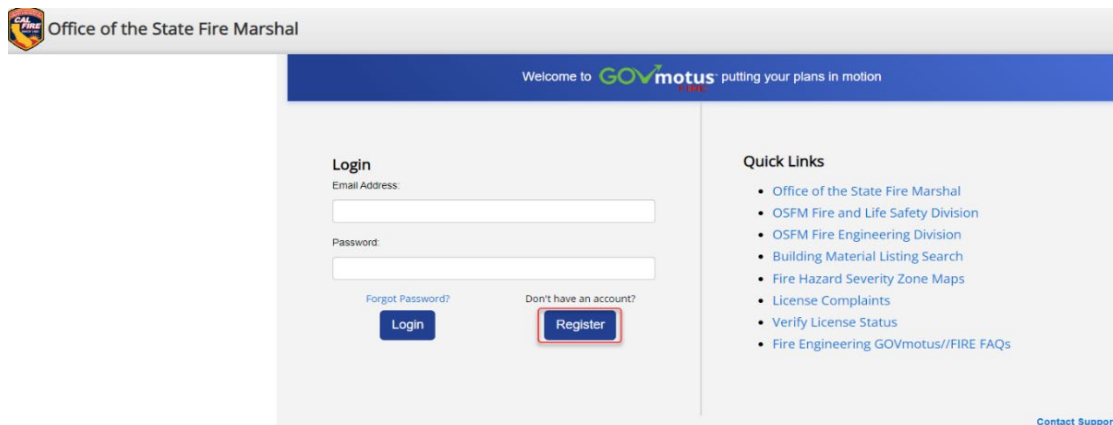
Getting Started

Step 1: Register for an account on GOVMotus at <https://calfire.govmotus.org/>.

- If you already have a GOVMotus account, log in to your existing account.



Step 2: After registration is completed, log into your account.



Step 3: Select “Apply for a New Permit”.



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Step 4: Under Application Information, enter “Project Name” and “Project Description.”

Application Information

* Indicates required field

* Jurisdiction

Application Information: Please select a Jurisdiction

* Project Name
100 characters remaining

* Project Description
4000 characters remaining

Step 5: For “Permit Type,” Select “Special Event (SE).”

Application Information

* Indicates required field

* Jurisdiction

* Project Name
100 characters remaining

* Project Description
4000 characters remaining

Alternate Application Number

Master Permit Number

* Permit Type

Step 6: Select the “Electronic” option from the “Plan Document Format”.

Application Information

* Indicates required field

* Jurisdiction

* Project Name
100 characters remaining

* Project Description
4000 characters remaining

Alternate Application Number

Master Permit Number

* Permit Type

* Plan Document Format Electronic Paper

Note: If your application is submitted indicating an Electronic plan format, you will be automatically re-directed to upload your plans after submission.

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Step 7: Enter the appropriate information for the remaining fields. (Project Location, Applicant Information, Owner Information, and Special Events)

Project Location

Project Location

Location Name	<input type="text" value="Please enter a Project Location Name"/>
* Address	<input type="text" value="Please enter Address Here"/>
* City	<input type="text" value="Please enter a Project Location City"/>
* State	<input type="text" value="CA"/>
* Zipcode	<input type="text" value="Enter Project Zipcode Here"/>
* County	<input type="text" value="Please select ..."/>
	Project Location: Please select a Project Location County
Lot Number	<input type="text" value="Enter Project Lot Number Here"/>
Suite Number	<input type="text" value="Enter Project Suite Number Here"/>
Floor Number	<input type="text" value="Enter Project Floor Number Here"/>

Applicant Information

Applicant Information

Business Name	<input type="text" value="Please enter an Business Name"/>
* First Name	<input type="text" value=""/>
* Last Name	<input type="text" value=""/>
* Address	<input type="text" value="Enter Address Here"/>
* City	<input type="text" value="Please enter a City"/>
* State	<input type="text" value="CA"/>
* Zipcode	<input type="text" value="Enter Project Zipcode Here"/>

Contact Info

* Phone Number	<input type="text"/>	<input type="text" value="Ext"/>
Fax Number	<input type="text" value="Enter Fax Number Here"/>	<input type="text" value="Ext"/>
* Contact Preference	<input type="text" value="Please select ..."/>	
Cell Number	<input type="text" value="Enter Cell Number Here"/>	
* Email/Application Owner	<input type="text"/>	<input style="float: right;" type="button" value="?"/>

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Owner Information

Owner Information

Copy from Applicant Copy from Location Copy from Contractor

*** Owner Name**

Owner's Project Number

*** Agency Billing Code**

Bill To ARF SRF Agency County

*** Address**

*** City**

*** State**

*** Zipcode**

*** First Name**

*** Last Name**

*** Phone Number**

Fax Number

*** Contact Preference**

Cell Number

*** Email**

Special Events

Special Events

*** Type Of Activity**

*** Event Sponsor**

*** Event Start Date/Time** (Pacific Time 24 Hour Format)

*** Event End Date/Time** (Pacific Time 24 Hour Format)

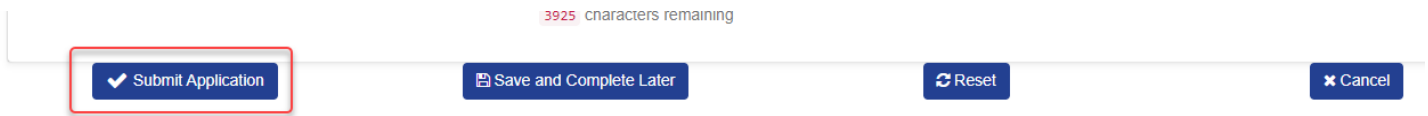
*** Estimate Daily Attendance**

*** Event Description**

4000 characters remaining

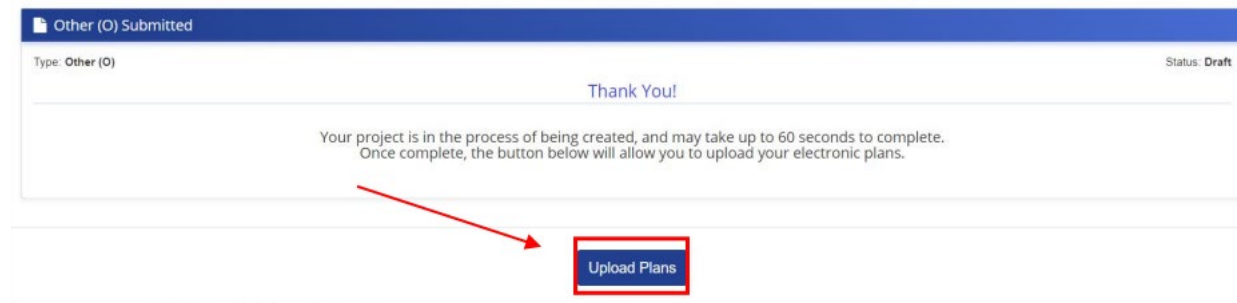
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Step 8: When all mandatory fields are complete, the grey “Submit Application” button at the bottom of the screen will turn blue. Click “Submit Application”.

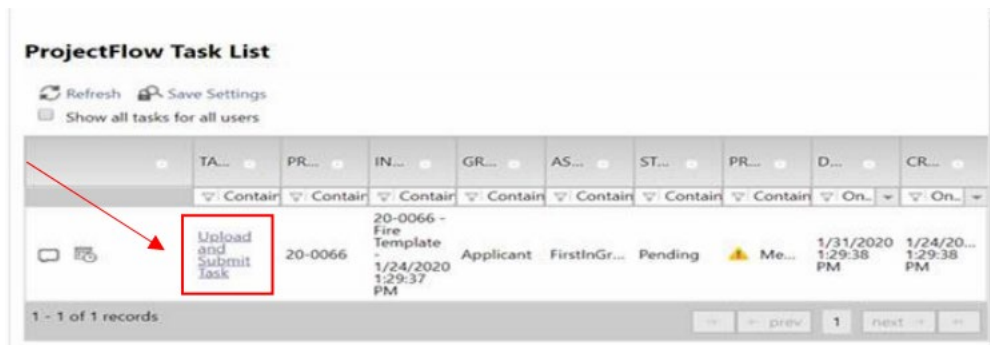


Uploading the Event Site/Floor Plan

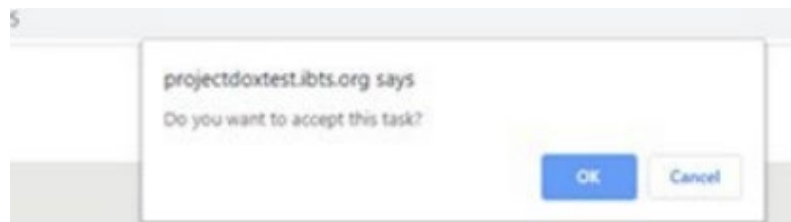
Step 1: Click “Upload Plans” to be taken to the Project Dox for electronic document submission.



Step 2: Click the “Upload and Submit” task hyperlink to upload the event site/floor plan.



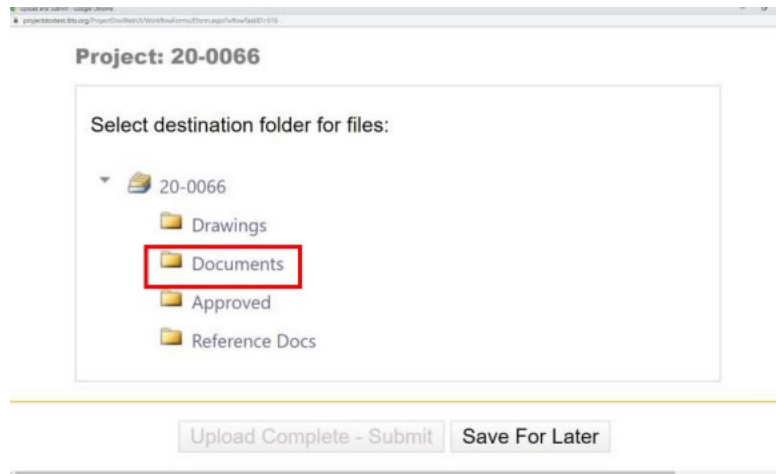
Step 3: A window pops up asking if you want to accept the task. Click “OK”.



Step 4: The “Upload and Submit” window will pop up.

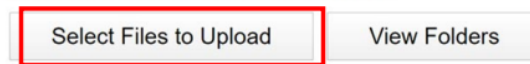
Step 5: To select the file upload destination, Click on the folder ‘documents’ hyperlink.

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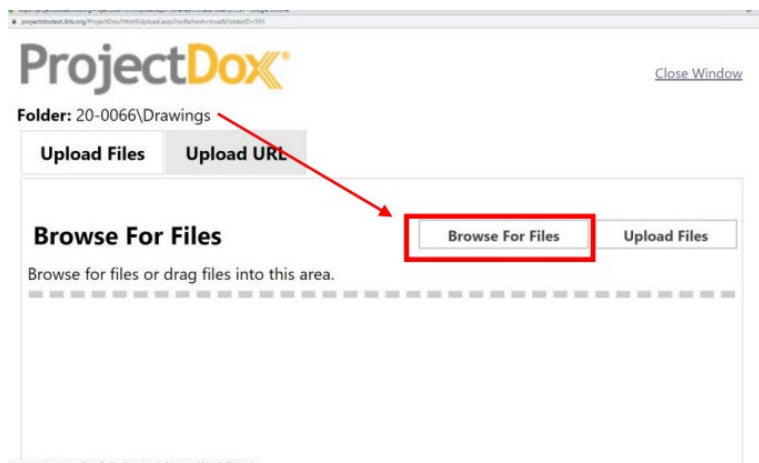


Step 6: Click “Select Files to Upload”.

Select your files to upload to this folder:

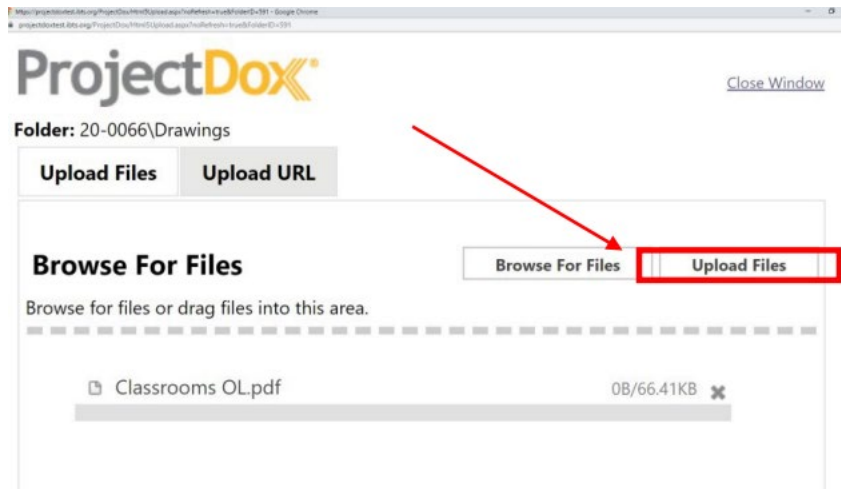


Step 7: Click “Browse For Files”. Find the file to be uploaded from the computer, then double-click or drag the file to the window in preparation for upload.

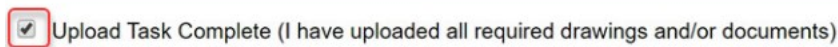


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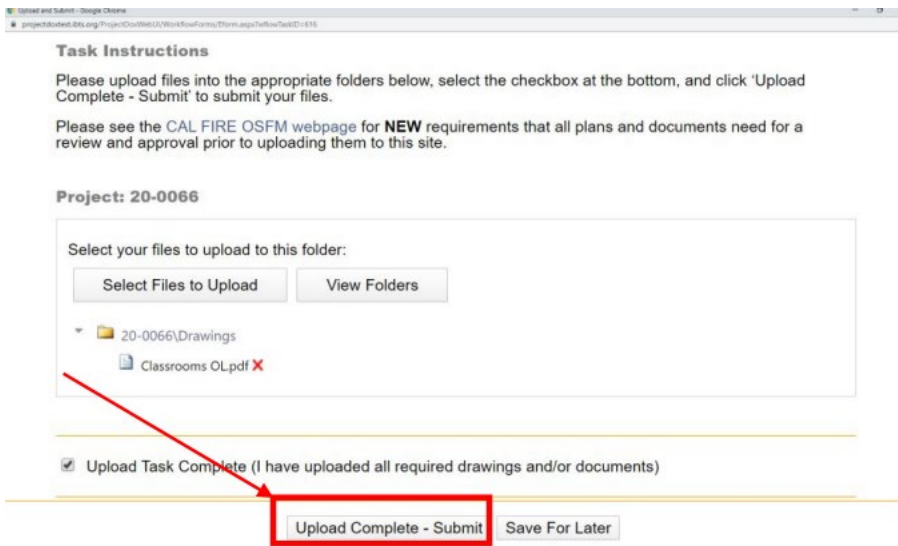
Step 8: Click the “Upload Files” button to transfer the data to Project Dox.



Step 9: Select the “Upload Task Complete” box once the file is uploaded.



Step 10: Click the “Upload Completed – Submit” button at the bottom of the page.



Step 11: Upload will be completed. A thank you window will pop up and inform you that the project has been successfully submitted to the prescreening process of the Office of State Fire Marshal plan review.

Step 12: After the application is submitted, an email confirmation will be sent to the applicant, which will include the GovMotus permit application number. Notify the fire marshal that a permit application has been submitted and include the application number. The fire marshal can be reached at: jose.duenas@fire.ca.gov.

Responses to Plan Review Comments and Backcheck Resubmittal

Two Forms of Comments

- Plan Review Change Mark: a page-specific correction relating to a code deficiency.
- Prescreen Checklist Item: identifies general intake requirements, noting the instructions that were not followed.

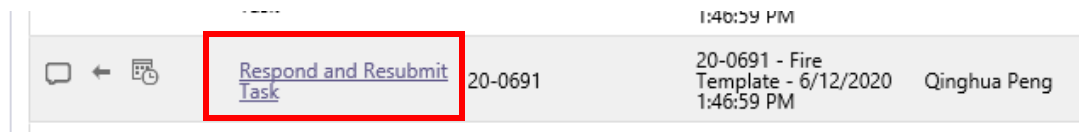
Correction Response

- All correction items require a response from the Applicant on how the item was corrected.

Step 1: Open the specific permit in GOVMotus.

Step 2: In the Control Panel, click the ‘manage plans’ button. The project will open in the ProjectDox.

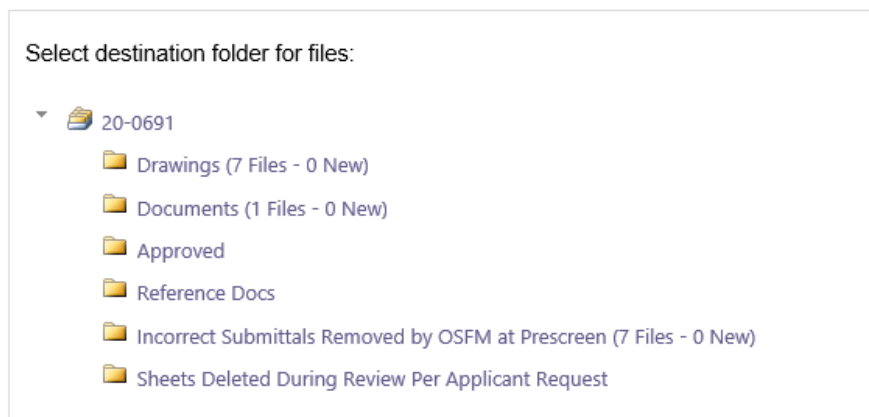
Step 3: Click the ‘respond and resubmit task’ hyperlink.



Step 4: By clicking the hyperlink, the application will ask if you want to accept the task; click ‘yes.’

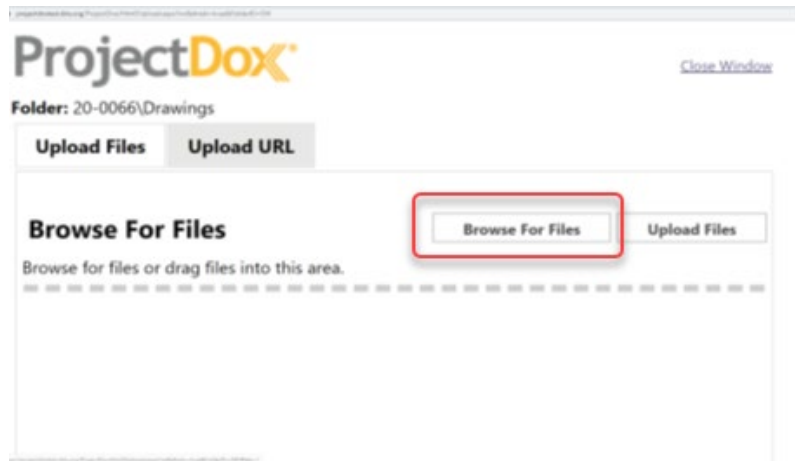
Step 5: A new window will pop up, and you can then select the ‘documents’ hyperlinked folder to upload V2 of the cover page and floor/site plan.

Project: 20-0691



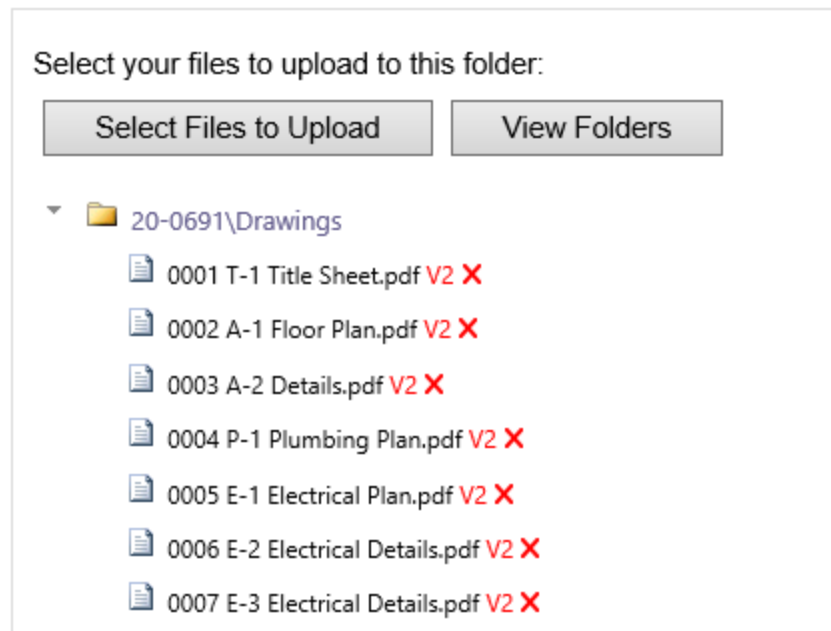
Step 6: Click ‘browse for files’ and select V2 of the cover page and floor/site plan that needs to be uploaded. You must keep your file name identical to the initial submittal. Before uploading the document, ensure that you followed the directions under Electronic Event Site/Floor Plan Review.

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Step 7: You will see the files you selected that will be uploaded. You should see a red V2 next to the file name if you uploaded the file correctly.

Project: 20-0691



Step 8: Once the files are there, click the 3 checkboxes at the bottom of the page.

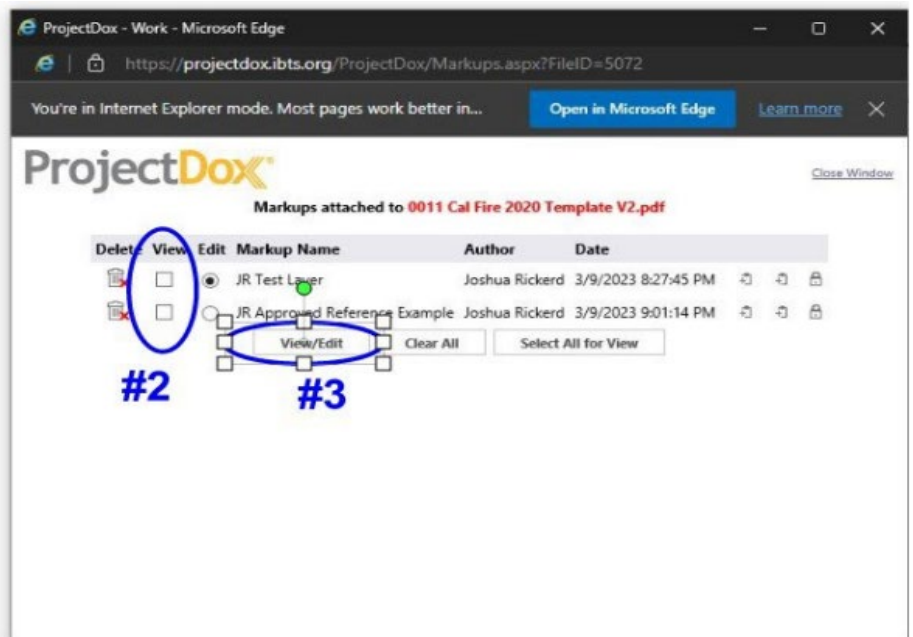
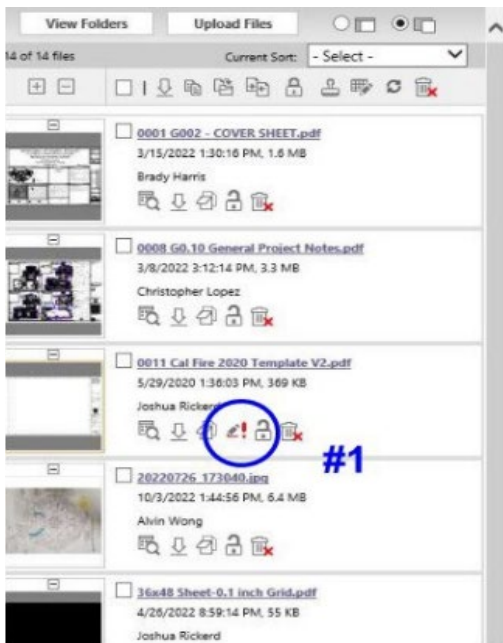
- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Check
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Cl
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the proj review.

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Step 9: After the checkboxes are clicked, you can click the ‘uploaded complete – Submit’ button at the very bottom of the page.

To View Comments on Document

- You can also “publish” the red line comments into a PDF. To do this, see below:
 - Open each drawing or document markup layer by clicking on the symbol shown as item #1.
 - Click on “View” as shown on item #2 for all layers.
 - Click the “View/Edit” button marked as item #3.
 - Once the viewing window opens with the markups, click on “publish” at the top of the viewing window.



- If you do not see “Publish” at the top of the viewing window, please contact OSFM staff at OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.
- When the Publish window appears, choose the document with the markups.

After Permit Issuance

Schedule Inspections

- To schedule a special event inspection, please reach out to the fire marshal, Jose Duenas, via email at jose.duenas@fire.ca.gov after you have applied. An email confirmation will be sent to the applicant, which will include the GovMotus permit application number; provide the permit application number to the fire marshal when reaching out.
- You can also schedule any inspection the OSFM has pre-identified on your permit by logging into GOVMotus and clicking on “Schedule Inspections” in the control panel on the left side of the screen.

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- When selecting a date, choose a date that the event can guarantee the inspection will be ready.
 - The date you choose is not guaranteed, but OSFM will coordinate a date as close to the date you identify.

Signing Reports

- All OSFM reports must be signed before issuing a Certificate of Occupancy/Completion. Field Deputies will need all event staff that are signing personnel to either have access to the GOVMOTUS account for the event to sign reports, or each event staff member that needs to sign a report will need their account to receive report signature requests and sign the reports.
- To sign a report:
 1. Log into the GOV motus account that will be used to sign a report.
 2. Review the information shown under the Signatures Required section of the GOVMOTUS dashboard.
 3. Review and Sign any reports identified as needing a signature.
- **Once the permit is issued, send a copy to Risk Management at riskmanagement@csudh.edu.**

Common Mistakes

- Uploading files into the wrong folders.
 - Special Events shall have the one multipage submittal uploaded into the documents folder.
- Not adding the OSFM Special Events Cover Page.
 - This is required to be the first page of your multipage submittal.
- Incorrect document orientation.
 - All pages shall be orientated so that text is upright when loaded and will not require page rotation to read.
- Drawing file requirements not followed.
 - Special Event file should be uploaded as a multipage file and not individual files.
- File Naming Standards are not followed.
 - The Special Event file shall contain the event name. No abbreviations.
- Tasks not being completed.
 - Complete your task when you are done uploading all applicable drawings and documents.
- Automatic Sign Outs
 - The system will automatically sign you out after 120 minutes of inactivity. Please save often.