

Approved by: _____

Date: _____



**City of Oakland
Fire Prevention Bureau
Special Events Application
Fire Prevention Bureau**



(510) 238-3462
TTY 510) 238-6884

EVENT INFORMATION

Person(s) Requesting Event:		Phone #:	
Mailing Address:			
Company:			
Email Address:		Type of Event:	
Phone #:	Is business non-profit? ☐ Yes – Provide a copy of 501 (c) (3) letter ☐ No		
Name of Event:			
Event Street Address Location:			
Event Date: (An additional form is required for each day)		Event Time (Begins & Ends):	
Setup Site Completion: Date : _____ Time: _____ AM ☐ PM ☐ (Setup is required to be completed 1-hr before Inspector(s) arrive at event site).		On-Site Contact:	Phone #:
No. of Vendors: ____ If applicable, complete food vendor form (food truck, caterer, etc.) & indicate those “selling/cooking” & type of cooking equipment			
Expected amount of people:		Amount (#) of tents & sizes(s):	
Brief description of event:			
FOOD		CATERER (If caterer is being used, provide caterer information)	
WILL FOOD BE SERVED? ☐ Yes ☐ No If YES, will food be ☐ HOT or ☐ COLD (If serving HOT food describe cooking / heating source) Explain: _____ _____ Will there be any use of: Open flame, Sterno, Propane, Charcoal, etc.)		Address: _____ Email: _____ _____ Contact Name: _____ Phone #: _____	
PYRO/FIREWORK DISPLAY ONLY (See Section B for Fees)			
Pyro Demo/Pre-Inspection Date:		Time:	AM ☐ PM ☐
Pyro Company and Local Technician:		Phone:	

SECTION A: Type of Event Activity – Select from the following if applicable to either applicant or vendor	Yes	No	Fees	Measurement
Open Burning: (Propane, Sterno, Charcoal BBQ/Fireplace, etc.)	☐	☐	\$ 392.00	Per Instance
Christmas Tree Lots	☐	☐	\$ 392.00	Each
PUBLIC ASSEMBLY: Carnival / Street Fair / Festival / Circus / Block Party/ and/or 50+ individuals (If more than 5,000, an EMT is required on site for emergency services)	☐	☐	\$ 392.00	Per Event
Exhibits & Trade Show	☐	☐	\$ 392.00	Per Event
Open Flames: Candles & Torches (Ceremonial, Public Exhibition/ Demonstration)	☐	☐	\$ 550.00	Per Instance
Tents & Canopies (Excess of 400 sq. ft.) and/or Temporary Membrane Structures (no charge for 10x10 with no more than 4 attached)	☐	☐	\$ 392.00	Per Structure
SECTION B				
Food Truck	☐	☐	\$ 392.00	Per Truck
Pyrotechnic Special Effects Material (Public Display Concerts/Games)	☐	☐	\$ 1020.00	Per Event
NON-PROFIT PERMIT FEE* (DISCOUNTED INSPECTION FEES MAY APPLY)				
Non-Profit Business – Provide a copy of 501 (c) (3) etc. letter	☐	☐	\$ 392.00	Per Event
INSPECTIONS				
Regular Inspection (during reg. workday, Mon. - Fri., 8:00 AM- 3:30 PM is the latest)	☐	☐	\$ 392.00	Per Hour
After Hours Inspection (Weekdays Before 8:00 AM & After 4:30 PM, including Weekends and Holidays) 2.5 hrs. Minimum = \$1,375	☐	☐	\$ 1,375.00	\$ 550 P/Hr

Note: FIRE EXTINGUISHERS: (2A 10BC) required for each booth; K-Type Fire Extinguishers for VENDORS USING DEEP FAT FRYING/ COOKING WITH OIL including outdoor cooking.

* Fees under Section A will be consolidated if Non-Profit status is approved.

• Please email your application, vendor list, floor plan, & site map (Include any Street Closures) to refertoFPBevents@oaklandca.gov

NOTE: ALL APPLICATIONS MUST BE SUBMITTED NOT LATER THAN 10 DAYS PRIOR TO EVENT DATE OR THE EVENT WILL BE DENIED

Revised July 2026