



# MIRAMAR FIRE DEPARTMENT

P.O. Box 452006 • SAN DIEGO, CALIFORNIA 92145-2006 • PHONE (858) 577-1962 • FAX (858) 577-6535

## MCAS Miramar Fire Prevention Bureau Information Regarding Special Events - Temporary Change of Use Permit

A Temporary Change of Use Permit is required for structures or portions of structures that are not classified for the use as a “Place of Assembly” and/or the change of use in assembly occupancy.

When would you need a Temporary Change of Use Permit for a Special Event? When the venue in which your event takes place will be on a temporary basis and you will be changing the use or type of use of the current occupancy, a temporary change in type of activity, a temporary increase in occupancy load, a temporary change in routes of exit from the venue, or a temporary introduction of an additional hazard, (e.g. food warming, display of vehicles, flammable decorations, cooking, etc.).

As per the National Fire Protection Association (NFPA) 101, *Life Safety Code*, an assembly occupancy includes, but is not limited to buildings or portions of buildings used for (1) the gathering of 50 or more people for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.

Changes of use, or the multiuse of assembly occupancies, could result in the application of provisions that normally might not be considered necessary. For example, a building used as a warehouse (storage occupancy) or a hangar (industrial occupancy) must meet certain, basic code requirements for their specific occupancy. Yet these same buildings also might be used for dining, dancing, or other purposes totally foreign to a storage or industrial occupancy, thus triggering the need to meet additional stringent assembly code requirements, which can be very creative. While the **probability** of a fire in temporary use assembly occupancy might be low, the **potential** for loss of life once a fire occurs is extremely high. A fire of any magnitude can easily result in a large number of injuries and deaths. Therefore, it is essential that a change from one type of occupancy to temporary use assembly occupancy meet NFPA 101 requirements for the occupant loads, means of egress, interior finish requirements, and fire protection systems, along with requiring special attention to stages, decorations, cooking, smoking and electrical code requirements.

To start the process for a “Special Events – Temporary Change of Use Permit”, you need to do the following:

**Step 1.** Contact your assigned Fire Inspector to start the approval process, by requesting the “*Special Events – Temporary Change of Use Application/Permit*” form. **You will need to submit your completed Application/Permit form to your Fire Inspector at least fourteen (14) days in advance of your event.** Once completed, return this form to your assigned Fire Inspector who will lead you through step 2.

**Step 2.** Once you have turned in your Application/Permit form, it will be reviewed for compliance with NFPA 101. Once your application is approved, you will receive a copy of the approved permit. This permit needs to be kept at the event site. A Fire Department site inspection may be necessary and your assigned Fire Inspector will set-up the date and time with you.

**IF YOU NEED FURTHER ASSISTANCE PLEASE CALL YOUR ASSIGNED FIRE INSPECTOR OR FIRE DEPARTMENT HEADQUARTERS AT 577-1962.**



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## MCAS MIRAMAR FIRE PREVENTION

### FIRE & LIFE SAFETY PERMIT CHECKLIST

**Answer the following questions to determine whether a Special Event Permit and/or Temporary Change of Use Permit will be required from the MCAS Miramar Fire Prevention Bureau.**

1. Will there be more than 50 people attending the event ?  Yes  No
2. Will the event be utilizing a space or room in a capacity other than its intended use?  
(i.e. using a hangar, gym, warehouse for a party)  Yes  No
3. Will there be any open flames (i.e. sternos for food warming)?  Yes  No
4. Will a barbecue or grill be used in the event?  Yes  No
5. Will a generator(s) be utilized for this event?  Yes  No
6. Will the event be utilizing a tent with a cumulative area exceeding 200 sq. ft.?  Yes  No  
or  
A canopy with a cumulative area exceeding 400 sq. ft.?  Yes  No  
  
*(Please note: Multiple tents or canopies within 10 feet of each other will be considered as one and their square footage added as the cumulative area.)*
7. Will compressed gas cylinders (helium, propane) be used or present at the event?  Yes  No
8. Is the event a carnival, fair, circus, TCE, haunted house or exposition?  Yes  No
9. Will vehicles, aircraft, or other internal combustion engines be on display within a building?  
 Yes  No
10. Will the event require access onto the flightline for non-CAC card users?  Yes  No
11. Will any roads be required to be closed off?  Yes  No

**If any of the boxes for the questions above are checked “Yes”, than a Special Event permit must be approved through the Fire Prevention Bureau. These permits have to be submitted 14-days prior to the event. Contact the Fire Prevention Bureau at 577-1962 for more information.**