



NORTH CENTRAL FIRE PROTECTION DISTRICT
Special Event Application – Process

Revised 07/23/2025

1. To request a Special Event Permit from the North Central Fire Protection District, a **Special Event Application (DFP-031)** must be filled out in full. If any information is not provided or incomplete, the application will be rejected until complete.
2. Once completed, email the form to Fire.Prevention@NorthCentralFire.org or hand deliver the request to the NCFPD Prevention office located at 15850 W. Kearney Blvd. Kerman CA 93630. Office hours are Monday - Friday 7:00am to 3:30pm.
3. Once the **Special Event Application (DFP-031)** is received, the review process begins. Once the Special Event paperwork is reviewed by our Chief, you will be contacted advising that it has been approved, or if additional information is needed.
4. Once the Special Event paperwork is approved an On-Site inspection is required for Final Approval. (Please see **New Business or Other Inspection Request DFP-024b**) to schedule the on-site inspection.
5. Once the Special Event inspection has passed, an invoice will be created, and must be paid before the permit is issued. Payment options are CASH, CHECK OR MONEY ORDER. Please make checks out to North Central Fire District. CREDIT OR DEBIT CARDS are accepted through a secure link provided in the invoice email or down below. Payment can be mailed to or in person:
<https://www.govpaynow.com/gps/user/cyg/plc/a005da>
North Central Fire Protection District
Attn: Fire Prevention
15850 W. Kearney Blvd
Kerman CA 93630
6. Once payment is received, you will then be issued the event permit, and required documents which will all have an approval stamp.
7. Questions or checking the status of your Special Event Application shall be communicated via email only at Fire.Prevention@NorthCentralFire.org Phone calls will be accepted at 559-878-4560.

FIRE PREVENTION DIVISION



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EFFECTIVE DATE:

January 01, 2021

Business Name:	STATEMENT: I hereby acknowledge that I have read this application, that the information given is correct and that I am the owner or the duly authorized agent of the owner. This application does not constitute a permit until all fees have been paid and it has been approved by the Fire Marshal or his designee. All permits or certificates issued shall be presumed to contain the proviso that the applicant, his agents and employees shall carry out the proposed activity in compliance with all laws and regulations applicable thereto whether specified or not and in complete accordance with approved plans and specifications. Any permit or certificate which purports to sanction a violation of any applicable rule or regulation shall be void and any approval of plans and specifications in the issuance of such permit shall likewise be void THE FEE IS NON-REFUNDABLE.		
City/State Zip Telephone #			
Owner's Name:			
Mailing Address (if different than above):			
City/State Zip Telephone #			
Email Address			
Signature (Owner or Agent)			Print Name:
*Location of the Event	*Date(s) of the Event		
PERMIT TYPES		REQUIRED INFORMATION	
Check box		YES	N/A
<input type="checkbox"/>	Festival	<input type="checkbox"/>	Copy of Insurance
<input type="checkbox"/>	Concert	<input type="checkbox"/>	Copy of Business Plan
<input type="checkbox"/>	Trade show	<input type="checkbox"/>	Site/Plot Plan
<input type="checkbox"/>	Fireworks Display	<input type="checkbox"/>	License Number
<input type="checkbox"/>	Open Burning (Bon Fire) (each time)	<input type="checkbox"/>	Emergency Access-Fire Equipment
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Location all Exits, path of travel to exits, exit widths.
<input type="checkbox"/>		<input type="checkbox"/>	Locations of tables/chairs/or rows
<input type="checkbox"/>		<input type="checkbox"/>	Location of Fire Ext. & Electrical Panels.
FOR OFFICAL USE			
Location:		Use Date:	
Field Checked By:		<input type="checkbox"/> Approval <input type="checkbox"/> Disapproved	
Date Issued:		Fee:	
Issued By:		Paid (Date):	
Permit Type:		Ck#:	