Property – CVFD Fire Prevention Plan & Permit Requirements

Revised 04/2026

Start Here → Which type of event space is being used?

Ballroom / Exhibit Hall

A plan review is required.

(See Line Items #9-11 on the CVFD Fire Safety Requirements Document)

Will the event contain anything from Line Item #6 on the CVFD Fire Safety Requirements Document?

- Yes → **A permit is required.**

  Permit Application Form FP-25 "Temporary Operational Permit" shall be submitted with plans. The "Exhibits and Trade Shows – Base Fee" and the applicable square footage selection shall be made.

  The permit application shall be submitted with the plan review.

- No → **A Special Event Plan Review Record shall be issued by CVFD. No further submittals required.**

Meeting Space / Boardroom

Will the event contain anything from Line Item #6 on the CVFD Fire Safety Requirements Document?

- Yes → **A plan review and permit is required.**

  See Line Items #9-11 on the CVFD Fire Safety Requirements Document for plan submittal instructions.

  Permit Application Form FP-25 "Temporary Operational Permit" shall be also be used. The "Exhibits and Trade Shows – Base Fee" and the applicable square footage selection shall be made.

  The permit application shall be submitted with the plan review.

- No → **No further submittals required. Events shall adhere to General Fire Safety Requirements.**

Lawn

Will the event contain anything from Line Item #6 on the CVFD Fire Safety Requirements Document?

- Yes → **A plan review and permit is required.**

  See Line Items #9-11 on the CVFD Fire Safety Requirements Document for plan submittal instructions.

  Permit Application Form FP-25 "Temporary Operational Permit" shall be also be used. The "Exhibits and Trade Shows – Base Fee" and the applicable square footage selection shall be made.

  The permit application shall be submitted with the plan review.

- No → **No further submittals required. Events shall adhere to General Fire Safety Requirements.**