



# ONTARIO CONVENTION CENTER (OCC) FIRE CHECKLIST & PERMIT FEES

SUBMIT 60 DAYS PRIOR TO EVENT

Each promoter and or show manager that contracts for exhibit space must contact the Ontario Fire Department (OFD) to purchase the Exhibit Trade Show Permit. Other permits may be required depending upon event specifications. All trade show managers must submit a detailed floor diagram depicting all permitted items. Please follow the steps below and submit all documents and payment to the Ontario Fire Desk no later than 60 days prior to the event. The detailed floor diagrams must be reviewed and approved by the Ontario Fire Marshal and OCC prior to inspection at move-in of the show. Do not be late. Diagram approval is a lengthy process and late diagrams (submitted minimum ten (10) days out) may not be approved. All show inspections will be held at the discretion of the Fire Marshal, Fire Desk, Ph:(909) 395-2562.

PERMIT # _____	DATE INFORMED: _____
NAME OF EVENT: _____	ATTENDANCE: _____
SET UP DATE _____	SHOW CONTACT: _____
EXHIBITS OPEN _____	NAME _____
END DATE _____	PHONE # _____
TIMES(S) _____	CELL # _____
INSPECTION: _____	ON-SITE PERSON: _____
DATE _____	NAME _____
TIME _____	PHONE # _____
	CELL # _____

\* Receipts and certificates may be provided at the on-site inspection.

## STEP 1:

### Prepare your Floor Plan Diagram:

- Provide a floor plan diagram of your event indicating any permitted items below to scale with aisle spaces noted. Please include event name, event date, contact name, phone number and estimated attendance on the diagram.
- Indicate all approximate measurements for fire aisles, walkways and access pathways. Show location of egress between tables and walls and walkways and aisles. Show location of all fire extinguishers, exits, doorways, registration areas, vehicles, propane tank storage, and combustibles. Include any items below. Please contact your event manager if you have any questions or need assistance.

## STEP 2:

### Submitting your Diagram:

Mail six (6) copies of the diagrams with your payment made out to the Ontario Fire Department (check, money order, cashier's check accepted). If OCC is submitting the diagrams for you, the event diagrams must reach the Director of Event Services no later than 60 days prior to the event move-in date. Reminder: this is a timely process. Do not be late.

**Permits:** Check all items that apply to your event.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Exhibits & Trade Shows                                | <input type="checkbox"/> Combustible materials            | <input type="checkbox"/> Open burning            |
| <input type="checkbox"/> Vehicle Display (1/4 tank gas, battery disconnection) | <input type="checkbox"/> Compressed gas                   | <input type="checkbox"/> Organic coatings        |
| <input type="checkbox"/> Propane   | <input type="checkbox"/> Cryogenics/procustion            | <input type="checkbox"/> Ovens, industrial       |
| <input type="checkbox"/> Candles   | <input type="checkbox"/> Dry cleaning plants              | <input type="checkbox"/> Parade floats           |
| <input type="checkbox"/> Bleachers   | <input type="checkbox"/> Dust producing operations        | <input type="checkbox"/> Places of assembly      |
| <input type="checkbox"/> Structure   | <input type="checkbox"/> Explosives or blasting agents    | <input type="checkbox"/> Pyrotechnic material    |
| <input type="checkbox"/> Flammable   | <input type="checkbox"/> Fire hydrant/water control valve | <input type="checkbox"/> Radioactive materials   |
| <input type="checkbox"/> Aerosol products                                      | <input type="checkbox"/> Fireworks                        | <input type="checkbox"/> Refrigeration equipment |
| <input type="checkbox"/> Aircraft refueling vehicles                           | <input type="checkbox"/> Flammable liquids                | <input type="checkbox"/> Repair garage           |
| <input type="checkbox"/> Aircraft repair hangar                                | <input type="checkbox"/> Fruit ripening                   | <input type="checkbox"/> Spraying and dipping    |
| <input type="checkbox"/> Asbestos removal                                      | <input type="checkbox"/> Fumigation/thermal fogging       | <input type="checkbox"/> Tire storage, outdoors  |
| <input type="checkbox"/> Auto wrecking yard                                    | <input type="checkbox"/> Hazardous materials              | <input type="checkbox"/> Wood storage            |
| <input type="checkbox"/> Battery systems                                       | <input type="checkbox"/> High pile combustible storage    |  |
| <input type="checkbox"/> Bowling pin/alley refinishing                         | <input type="checkbox"/> How work operations              |  |
| <input type="checkbox"/> Candles/open flames                                   | <input type="checkbox"/> Liquefied petroleum gases        |  |
| <input type="checkbox"/> Carnivals/ fairs                                      | <input type="checkbox"/> Liquid/gas fueled vehicles       |  |
| <input type="checkbox"/> Cellulose nitrate film                                | <input type="checkbox"/> Mall, covered                    |  |
| <input type="checkbox"/> Cellulose nitrate                                     | <input type="checkbox"/> Motor vehicle gas station        |  |
| <input type="checkbox"/> Combustible fibers                                    | <input type="checkbox"/> Occupant load increase           |  |

## STEP 3:

**Fire Permit Fees:** The first three permits are reduced consecutively by 50%. After the 3<sup>rd</sup> permit, the cost is \$40 each.

1<sup>st</sup> Permit - Exhibits & Trade Shows - \$160.00, 2<sup>nd</sup> Permit - \$80.00, 3<sup>rd</sup> Permit - \$40.00, 4<sup>th</sup> Permit - \$40.00, etc.

MAKES CHECKS PAYABLE TO: THE CITY OF ONTARIO, FIRE PREVENTION BUREAU. MAIL TO: CITY OF ONTARIO, FIRE DESK, 303 B STREET, ONTARIO, CA 91764