



TO: WHOM IT MAY CONCERN

FROM: LOS ANGELES FIRE DEPARTMENT HIGH RISE UNIT

SUBJECT: CHANGE OF USE IN A HIGH RISE BUILDING

When planning an event in a high-rise building, the following information and conditions shall be addressed.

For questions concerning any of the following, please contact the fire inspector responsible for your building.

On your Company letterhead paper, supply the following:

EVENT INFORMATION

- NAME EVENT
- TYPE OF EVENT- PRIVATE PARTY, DINNER, WEDDING, BOOK SIGNING, ETC.
- DATE OR DATES OF THE EVENT
- TIME OF EVENT- INCLUDE LOAD IN, SETUP AND LOAD OUT TIMES

CONTACT INFORMATION

- NAME OF CONTACT PERSON AT THE BUILDING
- NAME OF CONTACT PERSON FOR THE EVENT (IF DIFFERENT FROM ABOVE)
- PHONE AND FAX NUMBER OF CONTACT PERSON AT THE BUILDING
- PHONE AND FAX NUMBER OF CONTACT PERSON FOR THE EVENT

PROPERTY

- ADDRESS OF PROPERTY
- ROOM, AREA, OR SUITE NUMBER WHERE EVENT WILL BE HELD
- SUBMIT A PLOT PLAN OF THE AREA OF THE EVENT (TO SCALE)
- INCLUDE TABLES, COLUMNS, BARS (DRINKING TYPE), OTHER OBSTRUCTIONS
- SIZE OF ROOM OR AREA (USEABLE SQUARE FEET AND DIMENSIONS)
- NUMBER OF EXITS TO A PUBLIC WAY
- WIDTH IN INCHES OF EACH EXIT OPENING (EXAMPLE: STAIRWELL DOOR OPENING)
- NOTE:** THE REQUIRED FIRE LANE SHALL REMAIN FREE AND CLEAR UNLESS PRIOR ARRANGEMENTS ARE MADE IN WRITING WITH THE FIRE INSPECTOR AND AN ALTERNATIVE FIRE LANE IS APPROVED

COOKING

- WILL THERE BE ON SITE OR OFF SITE (OTHER AREA OF SAME BUILDING) COOKING
- STERNO ONLY
- CATERING
- IF COOKING, WILL IT BE ELECTRIC, PROPANE OR NATURAL GAS

ELECTRICAL

- WILL YOU BE PLUGGING INTO HOUSE POWER
- WILL YOU BE CONNECTING TO HOUSE POWER MAIN ELECTRIC BUSS
- WILL YOU BE USING A GENERATOR
- WILL YOU BE RUNNING CABLES, EXTENSION CORDS, ETC.

DECORATIONS

- WILL YOU BE HANGING ANYTHING IN THE WAY OF DECORATIONS
- WILL YOU BE BRINGING IN ANY OTHER TYPE OF DECORATIONS
- SUBMIT PROOF OF MEETING LAFD AND STATE REQUIREMENTS FOR FLAME PROOFING

GUESTS

- HOW MANY INVITATIONS DID YOU SEND OUT
- HOW MANY GUESTS ARE YOU EXPECTING
- WILL THEY BE COMING ALL AT ONCE OR SCATTERED THROUGH THE EVENT
- WILL ALCOHOL BE SERVED AND IF SO, DO YOU HAVE THE APPROPRIATE LICENSES AND PERMITS

OPEN FLAME AND ACTS

- WILL YOU BE USING ANY CANDLES, OR OTHER TYPES OF OPEN FLAME
- DO YOU HAVE ANY PERFORMERS THAT WILL BE INTERACTING WITH THE GUESTS
- IF ANY PERFORMERS, DO THEY HAVE ANY GIMMICKS, OR PARAPHERNALIA

BILLING

- IF YOU REQUIRE A UNIFORMED SAFETY OFFICER, PLEASE SUPPLY THE FOLLOWING:
 - PERSON'S NAME, COMPLETE ADDRESS INCLUDING ZIP CODE, PHONE AND FAX
 - NUMBER OF PERSON TO BILL TO
- LETTER STATING THAT YOU UNDERSTAND THAT A UNIFORMED FIRE SAFETY OFFICER IS REQUIRED AND THAT THERE IS A FOUR (4) HOUR MINIMUM AT TIME AND ONE HALF OF THE INSPECTORS REGULAR PAY AND THAT YOU AGREE TO PAY FOR SERVICES BILLED TO THE ABOVE NAMED PERSON

PERMITS

- A DEPARTMENT OF BUILDING AND SAFETY "CHANGE OF USE" PERMIT IS REQUIRED
- WHEN ALL OF THE ABOVE CONDITIONS ARE MET, A FIRE DEPARTMENT SPECIAL PERMIT WILL BE ISSUED FOR THE DAY(S) OF THE EVENT

THIS INFORMATION SHALL BE SUBMITTED AT LEAST **TWO (2) WEEKS** IN ADVANCE OF THE EVENT DATE. FAILURE ON YOUR PART TO SUBMIT THIS INFORMATION WITHIN THE TIME FRAME REQUIRED CANNOT GUARANTEE APPROVAL PRIOR TO THE EVENT. APPROVAL MAY THEN ONLY BE POSSIBLE BY THE PRESENCE OF A UNIFORMED FIRE SAFETY OFFICER AT THE RESPONSIBLE PARTIES EXPENSE.

THANK YOU FOR ASSISTING US IN THE MUTUAL CONCERN FOR FIRE LIFE SAFETY

INSPECTOR: _____

PHONE: _____

FAX: 213-978-3518

LOS ANGELES FIRE DEPARTMENT
HIGH-RISE UNIT