

**BUREAU OF FIRE PROTECTION AND LIFE SAFETY  
SAN MATEO CONSOLIDATED FIRE DEPARTMENT  
1900 O'Farrell St, Ste 375, San Mateo, CA 94403 (650) 522-7940**

**APPLICATION FOR FIRE PERMIT ONLY  
CHRISTMAS TREE LOT (2020)**

Date: \_\_\_\_\_

Type of Permit: \_\_\_\_\_ Business Name: \_\_\_\_\_

Permit location Address: \_\_\_\_\_

City: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Applicant's Business Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone: \_\_\_\_\_

1. Will you be applying a flame-retardant chemical to Christmas trees and/or holiday decorations?

No

Yes  Please enclose a copy of your California State Fire Marshal's  
Flame Retardant Limited Applicator License.

*A permit must be issued before the set-up of the tree lot.* This is especially important if you are installing a tent or canopy that requires a permit. A tent/canopy permit is required for tents over 400 square feet. **See attached tent sheet for additional information.**

When submitting this application, include a diagram of how the tree lot will be set-up. i.e. location of trees, entrances, location of fire extinguishers, no smoking signs, etc.

An electrical permit and inspection by the Building Department is required. A signed and final electrical permit must be on site at the time of the SMCDFD tree lot inspection. *(see attached requirements for electrical permit)*

Approved NO SMOKING signs shall be conspicuously posted at all entrances to the tree lot. Signs shall be all weather signs. These signs can be purchased at most hardware stores.

One (1) 2-A: 10-B: C fire extinguisher shall be on site. A state-licensed company shall service fire extinguishers at least once a year. A current service tag must be attached to the fire extinguisher indicating that this service has been performed.

Show proof of the following at time of application: **Business License for the city the lot is in, Workers Compensation Insurance, Tent/Canopy plans** (if tent/canopy permit is required), **State Fire Marshal Limited Applicator License** (if applying flame retardant)

**FEES:**

Plan review, permit and fire inspection prior to opening

**\$ 137.00**

Tent plan review, permit and inspection.

**Tents 401-1,000 square feet**

**\$409.00**

**Tents 1,001-5,000 square feet**

**\$544.00**

**CLEAN-UP DEPOSIT:**

In addition to the fees listed above, submit a separate check in the amount of \$300.00. Wood Chips, Christmas trees, sawdust and other combustible ground cover shall be removed immediately after lot is closed for the season. **If lot is properly cleaned, this \$300.00 deposit check will be returned to you.**

**Make all checks payable to San Mateo Consolidated Fire Department**

The tree lot fees include the plan review, permit, one inspection prior to opening and a clean-up inspection after the lot has been closed. Any additional inspections will be billed at \$401.00 per hour. **Please pay close attention to the requirements listed on this form to avoid additional inspections and inspection fees.**

I have read the Information Sheet and do hereby declare under penalty of perjury, that all of the foregoing information is complete and accurate to the best of my knowledge. I grant permission to the San Mateo Consolidated Fire Department to perform all fire department inspections as required and will comply with said information sheet (s) and conditions to permit. Upon acceptance of permit, I hereby agree to comply with all ordinances not adopted or that may be hereby adopted.

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

Owner/Agent: \_\_\_\_\_  
(Signature)

**TO SCHEDULE AN INSPECTION CALL: (650) 522-7940  
24 HOUR NOTICE IS REQUIRED**

**OFFICE USE ONLY:**

Approved:  Denied:  Fee Amount: \_\_\_\_\_ Paid By: \_\_\_\_\_

**Submissions**

Tent/Canopy Plans  Workers Compensation:  Business License

Electrical Permit:  State Fire Marshal Limited Applicator License:

Permit Issued and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_