



Administrative Processing Requirements For Indoor Event Clearances

Background

The Berkeley City Council passed (Date: May 19, 2009) Resolution No. 64.453 N.S. that approved a fee increase for services provided by the fire prevention division. One of the new fee increases is **\$87.50** under the MISCELLANEOUS FEES for “Indoor entertainment clearances” and was included to recover cost.

Process

- The applicant must pay in person by check or money order – 2100 Martin Luther King Jr. Way 2nd Floor / Phone: 981-5585.
- The amount of \$87.50 will be payable to the City of Berkeley Fire Department; Admin. Staff will write a revenue budget code **#010-6403-324-2803** on the front of the check.
- The applicant must submit a completed Event Notification Form.
- The applicant must present a current/valid copy of their Business Licenses.
- The administrative staff will stamp “**PAID**” on the Event Form and forward a copy to the Fire Inspector or Shift Fire Inspector to schedule an inspection (within 2 weeks).
- In return the applicant will receive the following:
 - Receipt for the amount of \$87.50
 - Pre-inspection checklist
 - Copy of their Event Notification Form stamped PAID

Frequently Asked Questions (FAQ)

- ***Is the Event Inspection Clearance Fee good for the entire semester?***
No. It is only good for each registered event.
- ***How far out should I submit a request for an Event?***
You should submit your request/payment at least 3 – 4 weeks prior to hosting an event for scheduling purposes.
- ***How many inspections are required for an event?***
Usually there are 2 inspections conducted prior to the event. The initial inspection is to address fire life safety concerns that need to be corrected. The 2nd inspection is to verify that the violation has been corrected. The Fire Inspector will then issue a copy of the Indoor Entertainment Inspection Report and the Occupant Load Notice.