

# WHEN DO I NEED A SPECIAL EVENT PERMIT?

## You Don't Need a Special Event Permit if:

- Assembly of 49 or fewer people **and you** meet the requirements below.  
(Also, this applies if your assembly does NOT exceed the listed maximum occupancy for the event space, **and** you meet the requirements below)
- You **are NOT** altering existing elements of the event space. (Example: NOT moving and/or adding table chairs, rearranging furniture, etc.)
- You **are NOT** introducing new elements to the event space. (Example: podiums, photo booths, decorations, tables, chairs, tents, anything electrical, food trucks, etc.)
- If you are only having a “COLD” box lunch and **meet the** above requirements.

## You Need a Special Event Permit When:

- The purpose of the room, space, and venue is augmented from the intended purpose of the occupancy or area.
- Whenever there is HOT food.
- You are bringing in new elements to the space.
- Any assembly of more than 49 people should advise the UCDH Fire Marshal's Office for review.
- If you have a generator of any kind

Special Event Applications are located at <https://health.ucdavis.edu/fire/>

Permits are free of charge!