



*City of Anaheim*  
**Fire Department**  
*Fire Prevention Bureau*  
**Specifications and Requirements**

**Subject: TRADE SHOW DECORATOR GUIDELINES**

**References: California Fire Code, 2007 Edition, Sections 1014.4, 1025.10, 408.2.1, 1004.1; Resolution 2006-143, Anaheim Municipal Code, Section 16.08.060**

**Permit**

A permit is required to conduct a trade show and will not be issued until plans are approved. Failure to obtain a permit is a violation of the Anaheim Municipal Code. A “trade show” is defined as any show, display or exhibition containing more than 10 (ten) tables or booths for the display or sale of goods and services.

**Floor Plans**

Plans shall be accurately scaled, showing size and location of all aisles, exits, exhibits, and registration areas. All fire extinguishers and fire hoses must also be shown on the plans and shall not be obstructed. Floor plans must be submitted for review **THIRTY (30) DAYS** prior to the event. Submit six (6) sets of plans along with a self addressed, stamped envelope for their return. Plans are to be mailed or delivered to:

ANAHEIM FIRE DEPARTMENT  
 201 S. Anaheim Blvd., Suite 300  
 Anaheim, CA 92805

Floor plans submitted **less than fourteen (14) days** prior to show opening are subject to fees being doubled, to ensure that a permit will be issued prior to show opening.

All exhibit areas over 30,000 square feet shall have a minimum aisle width of 10 feet. Shows less than 30,000 square feet must have a minimum aisle of eight feet. If columns are included in the aisles, the aisle must be the required width plus the width of the columns.

**Trade Show Fees**

**The fees for a trade show must be paid at the time the plans are submitted for review.** Trade show fees are based on the total square footage of the show. Total trade show footage includes all tabletops, schoolroom seating, theater seating and exhibit space. The fee is applicable for EACH facility used.

Trade show fees include plan review and inspection time. Time spent in excess of maximum hours will be invoiced at the regular hourly rate. Any show requiring an inspection after regular business hours will be charged at the current overtime rate of \$54-¼ hr.

**Inspection Fees for Trade Shows**

Inspection fees are doubled if plans are submitted less than 14 days prior to the event. Inspection fees are based on a base rate and average time indicated below. Inspections that exceed the times shown below will be invoiced at an additional fee of \$55 for each ¼ of an hour thereafter.

Less than 30,000 sq. ft.	\$160-¾ hour
30,001 to 150,000 sq. ft.	\$213-1 hour
150,001 to 300,000 sq. ft.	\$320-1.5 hours
300,001 to 450,000 sq. ft.	\$428-2 hours
450,001 to 600,000 sq. ft.	\$535-2.5 hours
600,001 to 820,000 sq. ft.	\$641-3 hours
820,001 to 850,999 sq. ft.	\$748-3.5 hours
Over 851,000 sq. ft.	\$856-4 hours

**Plan Check Fees for Trade Shows**

Plan Check fees are doubled if plans are submitted less than 14 days prior to the event. Plan Check fees are based on a base rate and average time indicated below. Plan checks that exceed the times shown below, will be invoiced at an additional \$29 per ¼ hour thereafter.

1-150,000-sq. ft.	\$58-½ hour
150,001 to 300,000 sq. ft.	\$87-¾ hour
300,001 to 850,999 sq. ft.	\$117-1 hour
Over 851,000 sq. ft.	\$175-1.5 hours
Trade Show Expedite Fee	Double the Plan Check Fee

**Approved Plans**

**ALL FLOOR PLANS SHALL BE APPROVED BY THE FIRE DEPARTMENT BEFORE BOOTH SPACE IS SOLD. AN**

**APPROVED SET OF PLANS SHALL BE AVAILABLE ON SITE IN THE DECORATOR’S BOOTH. The Fire Department shall be IMMEDIATELY notified of ANY change in show plans.**

**For further information regarding these requirements contact: Fire Prevention Bureau at (714) 765-4040 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.**