

COMMUNITY RISK REDUCTION
SAN MATEO CONSOLIDATED FIRE DEPARTMENT
2121 S El Camino Real, Suite BI00, San Mateo, CA 94403 (650) 522-7940

APPLICATION FOR FIRE PERMIT ONLY
CHRISTMAS TREE LOT (2025)

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 SMCDF 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
Tent plan review, permit and inspection.

\$295.00

Tents 401-1,000 square feet

\$295.00

Tents 1,001-5,000 square feet

\$369.00

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: _____