



**ANAHEIM FIRE & RESCUE**  
**Community Risk Reduction Division**  
 201 S. Anaheim Blvd., #300  
 Anaheim, CA 92805  
 (714) 765-4040  
 tradeshowinspector@anaheim.net



**TRADE SHOW, GENERAL SESSION  
 BANQUET & EVENT FLOOR PLAN SUBMITTAL  
 SPECIFICATIONS & REQUIREMENTS**

**References: California Fire Code; Anaheim Municipal Code**

**Permit**

A permit is required to conduct a trade show. 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. General sessions, breakout sessions, banquets, and events, requires a permit and floor plan submittal when it is outside the standard setup of the facility, or it includes the following criteria:

- Exits or aisles obstructed by screens, walls, risers, audio-visual equipment or drape higher than 8 feet.
- The use of indoor pyrotechnics, cold spark devices or open flame performances.

**Floor Plan Requirements**

All exhibit areas over 30,000 square feet shall have 10-foot minimum aisles, and a minimum of 4 vertical and 4 horizontal through aisles (front to back and side to side) in each space unless otherwise approved by Anaheim Fire & Rescue. Shows less than 30,000 square feet and closed to the public shall have 8-foot minimum aisles. If columns are included in the aisles, the aisle must be the required width plus the width of the columns.

Plans shall be submitted for review **BEFORE BOOTH SPACE IS SOLD** and a minimum of **THIRTY (30) DAYS** prior to the event and shall be accurately scaled, showing size and location of all aisles, exits, exhibits, hard-walls, curtains or drape, banquet set-ups and registration areas. All fire equipment, including fire extinguishers, fire alarm devices and fire department connections, shall not be concealed or obstructed and must be shown on the floor plan.

Email submissions are permitted for most facilities and shall include all aisle width measurements listed large enough to read when printed (8-1/2 x 11 or 11 x 17). Email submissions for the Anaheim Convention Center are permitted by request and is determined based on the size of the show and layout. Floor plans exceeding 150,000 square feet may require submittal of 8 hard copies. Hard copy plans shall include a pre-paid envelope for their return and include the floor plan application, check made payable to the City of Anaheim or a request to make payment via credit card.

**Submit plans to:** Anaheim Fire & Rescue, Attention: Tradeshow Inspector or [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net), 201 S. Anaheim Blvd., Suite 300, Anaheim, CA 92805. Email submissions will require payment online via Visa, MasterCard, or Discover Card once your application is processed by Anaheim Fire & Rescue.

**Floor Plan Review Process:**

Plans are reviewed in the order received after payment is made. A minimum of 2 weeks is required for plan review. Plans submitted for the Anaheim Convention Center require review by Anaheim Fire & Rescue and the facility, so please allow additional time for review. Plans submitted less than two weeks from the show date may incur additional expedite fees. A copy of the approved floor plans by Anaheim Fire & Rescue shall be kept on the show site.

**Floor Plan Review Fees**

**Floor plan Review fees are due upon submittal of plans.** Trade show fees are based on the total square footage of the room(s), hall(s) or ballroom(s) being used. Total trade show and event footage includes all tabletops, schoolroom seating, exhibit space, theater, general session, and banquet seating. A separate floor plan application and fee is required for each hotel, facility, or venue. Breakdown of fees include plan review and inspection times as listed below.

<b>Inspection Fees</b>		<b>Plan Check Fees</b>	
Less than 30,000 sq. ft.	\$320-4 hours	Less than 30,000 sq. ft.	\$40-.50 hour
30,001 to 150,000 sq. ft.	\$400-5 hours	30,001 to 150,000 sq. ft.	\$60-.75 hour
150,0001 to 300,000 sq. ft.	\$640-8 hours	150,0001 to 300,000 sq. ft.	\$80-1 hour
300,001 to 450,000 sq. ft.	\$880-11 hours	300,001 to 450,000 sq. ft.	\$160-2 hours
450,001 to 600,000 sq. ft.	\$1,120-14 hours	450,001 to 600,000 sq. ft.	\$200-2.5 hours
600,001 to 820,000 sq. ft.	\$1,280-16 hours	600,001 to 820,000 sq. ft.	\$320-4 hours
820,001 to 850,000 sq. ft.	\$1,440-18 hours	820,001 to 850,000 sq. ft.	\$360-4.5 hours
Over 850,000 sq. ft.	\$1,920-24 hours	Over 850,000 sq. ft.	\$640-8 hours



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FTS# \_\_\_\_\_

OFFICE USE ONLY

**FLOOR PLAN SUBMITTAL APPLICATION**

*Applicant Information*

Show Name \_\_\_\_\_

Location of Show \_\_\_\_\_

Show Dates \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant's Complete Address \_\_\_\_\_

Applicant's Name & Phone # \_\_\_\_\_

Applicant's Email \_\_\_\_\_

Billing Party \_\_\_\_\_  
 (If other than applicant)

Complete Billing Address \_\_\_\_\_  
 (If other than applicant)

Contact Name/Phone \_\_\_\_\_  
 (If other than applicant)

**FLOOR PLAN REVIEW FEES ARE DUE UPON SUBMITTAL OF PLANS: Fees Effective August 1, 2023. Expedite fees apply to plans submitted or paid for less than 21 days from the date of the show and 72 hours or less from the date of the show:**

	<u>SIZE OF SHOW</u>	<u>FEE</u>	<u>Less than 21 days</u>	<u>72 hours or Less</u>
<input type="checkbox"/>	Less than 30,000 sq. ft.	\$360	\$400	\$640
<input type="checkbox"/>	30,001 to 150,000 sq. ft.	\$460	\$520	\$760
<input type="checkbox"/>	150,001 to 300,000 sq. ft.	\$720	\$800	\$1040
<input type="checkbox"/>	300,001 to 450,000 sq. ft.	\$1040	\$1200	\$1440
<input type="checkbox"/>	450,001 to 600,000 sq. ft.	\$1320	\$1520	\$1760
<input type="checkbox"/>	600,001 to 820,000 sq. ft.	\$1600	\$1920	\$2160
<input type="checkbox"/>	820,001 to 850,999 sq. ft.	\$1800	\$2160	\$2400
<input type="checkbox"/>	Over 851,000 sq. ft.	\$2560	\$3200	\$3440

The above fees are based on an estimated plan check and inspection time. If the plan check or inspection time exceeds the base rate, additional fees will be invoiced to you at the following rates:

**Plan Review & Inspection Fees: \$20 per ¼ hour**  
**After Hours/Weekends: \$120 per hour: (2 hour minimum)**

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Payment is accepted via Visa, MasterCard or Discover Card. Make checks payable to City of Anaheim For applicable plan check and permit fees refer to Resolution 2020-052

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Amount Due \_\_\_\_\_ Date \_\_\_\_\_  Check No. \_\_\_\_\_ Credit Card   
 Online payment info sent \_\_\_\_\_ Approval Date \_\_\_\_\_