



CITY OF FULLERTON

Fire Department

Attention: Christmas Tree Lot Authorized Representative

The attached Permit Application Packet must be completed and returned via e-mail to Info@FullertonFire.org or hand-delivered to the Fullerton Fire Department Headquarters no later than **October 25**. This packet must include:

1. Permit Application
2. Plot Plan showing the location of your lot and the required distance setbacks. Please note this plan should be carefully drawn using a ruler and clear legible printing.
3. Written permission from the property owner(s) of record to operate a Christmas tree lot on the subject property.
4. General liability insurance in the amount of \$100,000 for each person and \$300,000 for each occurrence against any claim. The Certificate of Insurance must be included with the application for the permit, showing the City as a named insured there under. Each group or organization is required to obtain this insurance.
5. **FEE AND DEPOSIT:**
The amount of \$1,257.00 includes: \$1,000.00 refundable clean-up deposit **and** \$257.00 permit/filing fee

PAYMENT OPTIONS:

- a. Contact the main office at 714-738-6500 to pay by credit card
- b. Submit a check payable to the City of Fullerton

ELECTRICAL WORK

If the Christmas tree lot requires any electrical work, obtain an electrical permit from the Building Department at Fullerton City Hall, 303 W. Commonwealth Ave. Once you have final approval of your electrical by the Building Department, contact the Fire Prevention Division of the Fire Department to schedule an inspection; at the completion of the inspection, you will be issued a Fire Department permit.

NOTE: NO TREES ARE ALLOWED ON THE LOT UNTIL THE FIRE PERMIT IS ISSUED.
LOTS MUST BE INSPECTED BEFORE PERMIT ISSUANCE.

Please read the enclosed regulations. If you have any questions or require further information, please call the Fire Prevention Division office at 714-738-6500.

Sincerely,

Jonathan Fugitt
Deputy Chief- Administration/Fire Marshal

THE EDUCATION COMMUNITY

312 East Commonwealth Avenue, Fullerton, California 92832-2099
(714) 738-6500 ☐ Fax (714) 738-5355 ☐ Web Site: www.ci.fullerton.ca.us



**FULLERTON FIRE DEPARTMENT
FIRE PREVENTION DIVISION
Permit Application
Christmas Tree Lot**

_____ hereby makes application for a permit to sell
Name of organization

at retail, Christmas trees in the location hereafter described.

Address (location) of Christmas Tree Lot

A permit fee of \$257.00 and clean-up deposit of \$1,000.00 shall be submitted with the permit application payable to the City of Fullerton. E-mail or deliver the application, fee and deposit to the **Fire Prevention Division, Fullerton Fire Department, 312 E. Commonwealth, Fullerton, California 92832.**

THE APPLICATION MUST BE FILED ON OR BEFORE
OCTOBER 25TH

It is understood that this written application does not constitute a permit, but that the Fire Marshal of the Fullerton Fire Department or his representative, shall make an investigation to determine eligibility of the applicant.

Until such permit is issued by the Fullerton Fire Department, no trees shall be sold or delivered.

NAME _____

PHONE (Home) _____ (Work) _____

I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS THAT GOVERN THE OPERATION OF ABOVE CHRISTMAS TREE LOT, AND SHALL INSTRUCT EACH PERSON WORKING IN THE TREE LOT OF THE SAME.

Signature of Authorized Representative

Date

- ☐ Permit Application
- ☐ Permit Fee Paid
- ☐ Clean-up Deposit Paid
- ☐ Property Owner Permission
- ☐ Plot Plan
- ☐ Insurance Certificate
- ☐ Electrical Inspection
- ☐ Location Cleaned Up

PLOT PLAN

NAME: _____ DATE: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE #: _____

*Show distances from structures, streets, vehicles, etc.
Identify location of combustibles, water source and/or fire extinguishers.*

REQUIRED DISTANCES

- 10' Curblines
- 15' Building windows, doors, or openings
- 10' Trailers
- 25' Generators

NORTH

WEST

EAST

SOUTH

PLOT PLAN MUST BE LEGIBLE AND BE SUBMITTED WITH APPLICATION



**FULLERTON FIRE DEPARTMENT
FIRE PREVENTION DIVISION
CHRISTMAS TREE LOT REGULATIONS**

ALL PERSONS WORKING ON THE CHRISTMAS TREE LOT SHALL READ AND
UNDERSTAND ALL CONDITIONS

PERMIT APPLICANT: PLEASE READ COMPLETELY. Issuance of a Christmas Tree Lot permit by the City of Fullerton is subject to STRICT compliance with the following:

1. NON-COMPLIANCE or violations of any condition herein shall cause revocation of permit and immediate closing of the Christmas tree lot.
2. NO person shall sell, display or store, in the City of Fullerton, any cut Christmas tree, unless a permit therefore has been issued by the Fullerton Fire Department and a fee has been paid to the City of Fullerton in the sum of \$257.00 **Such permits shall be issued only** (FMC 13.20.160):

To local charitable, civic or patriotic groups or organizations, and established places of business that have been in existence for at least one year prior to the application for such permits.
3. Applicant shall make a refundable clean-up guarantee deposit of \$1,000.00 at the time of application.
4. Each permittee shall provide general liability insurance in the amount of \$100,000 for each person and \$300,000 for each occurrence against any claim for any damages caused in any manner from the use of such lot or the keeping or sale of any Christmas trees therein. A certificate of such insurance shall be filed with the Fire Marshal showing the City as a named insured hereunder.
5. No permit to sell, display or store any cut Christmas tree in the City of Fullerton shall be issued, except for the period from **November 5 to December 31** of the same calendar year.
6. Applicant must show that the proposed location and method of such activity will not constitute a fire hazard or violation of any law.
7. Applicant shall provide with the application a copy of WRITTEN PERMISSION from the owner of record for use of the property to the Fire Department.

8. All unsold trees, combustible waste and heavy accumulation of sawdust SHALL BE REMOVED from the place where such trees were sold, displayed or stored, on or before **JANUARY 10**, following the issuance of permit.
9. At least one approved fire extinguisher, having a rating of not less than “2A-10BC”, shall be provided. If water outlet is available, it is recommended that a connected garden hose with nozzle be provided.
10. Signs or other displays shall not be erected or maintained in connection with a Christmas tree lot which may create a traffic hazard.
11. Approved NO SMOKING signs shall be posted in easily visible locations on the lot; sign letters shall not be less than 3 inches in height.
12. Combustible rubbish shall not be allowed to accumulate on the premises where Christmas trees are sold.
13. Christmas trees shall not be stored or displayed WITHIN 15 feet of any building, window or opening.
14. The storage or display of Christmas trees shall be arranged so as to provide access and aisle widths of a minimum of 36 inches.
15. The storage or display of Christmas Trees shall not block, or reduce in width or exit, or exit discharge for a building.
16. Storage or display of Christmas trees shall NOT be permitted in any building.
17. UPON COMPLETION OF ALL ELECTRICAL WIRING an electrical inspection from Development Services shall be made prior to a Fire Department inspection. Fire Department inspection must be complete and approved **before** any trees are moved onto the lot.
18. ALL TREES used in any commercial establishment, schools, churches, places of assembly, rest home, convalescent hospital, hospital or other similar occupancy SHALL BE rendered FLAME RETARDANT as required by Title 19, California Code of Regulations.
19. Tents must be of an APPROVED type and permitted when applicable. All tents must be inspected before use. All canopies over 400 square feet and tents over 200 square feet will require a fire permit. A flame-retardant certificate shall be provided prior to permit approved.

HAVE A SAFE CHRISTMAS!



FULLERTON FIRE DEPARTMENT

NOTICE

To all purchasers of

CHRISTMAS TREES

In accordance with the 2022 California Fire Code, natural cut trees are prohibited in the following occupancies:

HOTELS
APARTMENT BUILDING LOBBIES
ASSISTED LIVING HOMES
SANITARIUMS
BOARDING HOMES
HOSPITALS
CHILDRENS HOMES
RETAIL STORES

DAY NURSERIES
THEATERS
MOTION PICTURE THEATERS
BARS
RESTAURANTS
DANCE HALLS
SCHOOLS (DORMITORIES)
CHURCHES

EXCEPTIONS:

- a. Trees located in areas protected by an approved automatic sprinkler system, AND trees shall be rendered flame retardant as required by Title 19, California Code of Regulations Subsection 3.08.
- b. Trees are allowed within dwelling units of apartments and dormitories.

For additional information call Fire Prevention Division at: (714) 738-6500

By the Order of the Fire Marshal

**THIS NOTICE SHALL BE CONSPICUOUSLY POSTED
AT ALL CHRISTMAS TREE SALES LOCATIONS**