Fire & Building Safety
University of California, Merced
5200 N. Lake Rd.
Merced, CA 95348

APPLYING FOR A SPECIAL EVENT PERMIT IN CITIZENSERVE

<mark>As of December 1st, 2023, all permits MUST be submitted to Citizenserve.</mark>

1. You will need to apply for a permit using our Citizenserve portal for all projects and events.
   a. If you do not have a Citizenserve account, you will need to register for one.
   b. Under "Online Services" please select "New Account Registration"
2. After logging in select "Apply for a Permit"
3. You will need to fill out the required information. Note- marked with a red line.
   a. Application Type- Special Event Permit
   b. Sub Type- Small or Large (Large Events will be used for events that are using a tent/membrane structure/stage over 120 Sq Ft.)
   c. Advertised Event Name:
   d. Address or Parcel #- **NOTE the parcel number is the CAAN #**
      i. Events that are held off campus you will receive a pop up stating the following: "The address you entered could not be found, would you like to proceed with this address or enter a new address" you can bypass this by selecting "Use This Address."
   e. Start Date/Time
   f. End Date/Time
   g. Inspection Date/Time Requested
   h. Will This Event Be Held Off Campus
   i. Event Contact
   j. Event Purpose/Justification
   k. COA String- If you are not using Facilities the COA will not be used.
   l. Event Location(s)
   m. Expected Attendance
   n. Decorative Material
4. All other information is NOT required but if you would like to include this information please do so. Please note that the majority of the fields are automatically set to "No".
5. Please attach all relevant files for the project/event being submitted. Note that all event set-ups should have a layout attached.
6. After you have submitted to Citizenserve you should receive an email confirmation stating your application has been received.
7. Once the application is received and starts to be reviewed, you will receive emails regarding status and any comments we may have. You can also view status and reviews

through the portal. Please note that Citizenserve is utilized by Facilities Management, Risk Management, Transportation and Parking Services, UC Merced Police Department, and Environmental Health and Safety for Special Event reviews.

8. For any questions or concerns please contact FABS- fabs@ucmerced.edu