



**Albuquerque Fire
Marshal's Office**
600 2nd St NW
Albuquerque, NM 87102
(505) 924-3611 *phone*
(505) 924-3619 *fax*

Outdoor Assembly Application

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Man # _____	Date _____
Case # _____	
Officer Signature _____	
Inspection Date _____	
Inspection Time _____	
Total Square Footage _____	

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with the approved plans.

Event Name: _____
Event Location: _____

Event Contact Information

Contact Name: _____	Contact Phone: _____
Contact Email: _____	Emergency Phone: _____
Contact Address: _____	
Event Start Date: _____	Event Start Time: _____
Event End Date: _____	Event End Time: _____

Permit Applicant Information

Contact Name: _____	Contact Phone: _____
Contact Email: _____	Emergency Phone: _____
Contact Address: _____	

Outdoor Assembly Requirements

Construction Documents: A detailed site plan for the assembly area shall be provided with each application for approval. The site plan shall indicate means of egress, seating arrangement, heating and electrical equipment, exit signs, fire extinguishers, cooking equipment, and exhibits. (Ordinance 105.4)

Outdoor Assembly Occupant Load: The fire code official shall establish an occupant load for the assembly area. (Ordinance 4804.2)

Posting Of Occupant Load: A copy of the site plan with the occupant load shall be posted in a conspicuous place near the main entrance. (IFC 1004.3)

Occupant Load Maintenance: The approved occupant load shall be maintained by the permit holder. For access controlled events such as "beer gardens" a plan shall be submitted with the application stating how the occupant load will be maintained. (105.6.34.1)

EXAMPLE: security will be posted at all exits and one normal entrance/exit point will be maintained. All the exits with the exception of the main exit/entrance point will be designated as emergency exits only. A person will be posted at the entrance/exit with two mechanical counters. This person's sole responsibility will be to keep an accurate count of people entering and leaving the area.

Cooking: All cooking and warming devices shall be indicated on the floor plan. They shall be isolated from the public and any combustible material. (Ordinance 4804.7.2)

Vegetation And Waste: Combustible vegetation and waste shall not be allowed to accumulate in the assembly area. (IFC 304.1)

Electrical Equipment: Electrical equipment and installations shall comply with the National Electrical code. (Ordinance 4804.6)

Generators: All generators shall be isolated from the public by fencing or by other approved means, a minimum of 3Ft. from the generator. One 3A-40BC Fire Extinguisher is required per generator. Generator indications are required on the site plan. (Ordinance 4804.8.2)

Fire Extinguishers: A Fire Extinguisher shall be provided for every 1500 square feet within the space. Travel distance to a Fire Extinguisher shall not exceed 75 feet. Extinguishers shall be indicated on the floor plan. (Ordinance 4804.5)

Number Of Exits: Exit's shall be remote from each other. The number of exits shall be as follows: occupant load of 50-500=2 exits, 501-6000=3 exits, 6001 or more= 4 exits. (Ordinance 4804.3)

Exit Width: The aggregate clear width of exits shall be a minimum of 48 inches for every 250 people.

Exit Signs: Exits shall be identified with signs that read EXIT. The signs shall be weather resistant with red lettering on a contrasting background. The lettering shall be of sufficient height and brush stroke to be immediately visible from 75 feet. (IFC 2403.12.6)

Extension Cords: Only approved UL, FM, or NRTL, three prong, grounded extension cords are permitted. Frayed or taped wire is prohibited. (IFC 605.5)

Access: All Fire Hydrants and Fire Department appliances shall be free from obstructions. Fire Department access roads shall be a minimum or 20 feet. (IFC 503.1)

Chairs: Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor. (IFC 1028.12)

Permits: All outdoor assemblies require a permit. (Ordinance 105.6.34.1)

Additional Fees: Additional fees may apply to all after hour inspections.

Inspections: Inspection times shall be scheduled within four hours of the event opening. Inspection times may be set for an earlier date on a case by case basis. All electrical equipment, catering devices, tables, chairs, merchandise, appliances, and equipment shall be set in place prior to inspection.

The undersigned hereby acknowledges that all requirements indicated above must be adhered to in order for this application to be accepted. The standards specified above are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise. An approved plot plan or floor plan does not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with both the approved plot plan and floor plan. All disapprovals will be indicated on the tops of each page and all violations will be indicated with a check mark on this disclaimer. All information must be submitted to process this application. Revised 11/15/12.

Event Contact Name: _____
(Please Print)

Phone Number: _____

Event Contact Signature: _____

Date: _____

Permit Applicant Name: _____
(Please Print)

Phone Number: _____

Permit Applicant Signature: _____

Date: _____

Please include site plan guide (below) on any site plans.

Occupant Load	Officer Comments	Site Plan <input type="checkbox"/> Approved <input type="checkbox"/> Denied Man # _____ Date _____ Case # _____ Officer Signature _____
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