

Temporary Outdoor Area Permit



<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Case # _____	Date _____ Man# _____
Officers Signature _____	

- For Information email: tempchangeinfo@cabq.gov or call 505-924-3611
- Send Application to: tempchangepermit@cabq.gov

- Temporary Outdoor Dining Area Permit
 Temporary Outdoor Retail Area Permit

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the layout coincides with the approved plans. This Permit can be revoked at any time.

Revised: 6/16/2020

Information

Event Name			
Company Name			
City		State	
Street Name		Quadrant	
Street Number		Zip Code	
Contact Name			
Contact Phone			
Emergency Phone			
Contact Email			
Start Date			
End Date	This Permit is good for the length of the Covid-19 Governor restrictions		

Permit Applicant

Company Name			
City		State	
Street Name		Quadrant	
Street Number		Zip code	
Contact Name			
Contact Phone			
Emergency Phone			
Contact Email			
Inspection Date			
Inspection Time			
Total Square Footage			
Tents or Canopies	Yes:		No:

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Temporary Outdoor Area Requirements

SITE PLAN / CONSTRUCTION DOCUMENTS 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. (ORD 105.4)

OUTDOOR ASSEMBLY OCCUPANT LOAD The fire code official shall establish an occupant load for the assembly area. (ORD 8104.2)

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 MAINTAINANCE 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. (ORD 8104.2.1)

COOKING Cooking shall not be allowed in temporary outdoor dining area.

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. (ORD 8104.6)

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. (ORD 8104.8.2)

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. (ORD 8104.5)

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. (ORD 8104.3)

EXIT WIDTH The aggregate clear width of exits shall be a minimum of 3 feet for every 500 people. (ORD 8104.301)

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. (ORD 8104.3.2)

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 of 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 1029.14)

PERMITS All outdoor assemblies require a permit. (ORD 105.6.37.1)

PERMIT FEES \$60.00 (ORD 105.6.50)

ADDITIONAL FEES Additional fees may apply to all after hour inspections. (ORD 8306.1)

INSPECTIONS Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, merchandise, appliances, and equipment shall be set in place prior to inspection. (ORD 8104.9)

Barriers Barriers are required and will be temporary in nature. No affixed barriers will be used. Eg. affixed fencing, mounted railings.

Alcohol Alcohol may not be served or consumed in a temporary outdoor dining area unless approved by the City of Albuquerque and the State of New Mexico. Information on how to obtain an alcohol permit, please email: donna@cabq.gov or 505-768-3147

Duration of Temporary Outdoor Dining Area Permit This Permit is good for the length of the Covid-19 Governor restrictions.

Parking Parking must follow all set requirements set forth by the Building Department

Disclaimer

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 5/27/2020.

APPLICANT NAME: _____
(PLEASE PRINT)

PHONE NUMBER: _____

APPLICANT SIGNATURE: _____

DATE: _____

Name, Signature and Date –

Fire Marshal's Officer _____

For questions: 505 – 924 - 3611

Zoning Officer _____

For questions: 505 – 924 - 3860

Building Officer _____

For questions: 505 – 924 - 3320

Environmental Health _____

For questions: 505 – 768 - 2738

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Site Plan:

OFFICERS COMMENTS:	<p style="text-align: center;">Temporary Outdoor Area Permit</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Case # _____ Date _____ Man# _____</p> <p>Officers Signature _____</p>
OCCUPANT LOAD:	

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Site Plan: "EXAMPLE"

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OCCUPANT LOAD:	

EXAMPLE

