



# Albuquerque Fire Marshal's Office

724 Silver Ave SW Albuquerque, NM 87102  
Phone (505) 764-6300 Fax (505) 764-6323

## Community Arts and Craft Show Application Approved Disapproved

Man # \_\_\_\_\_ Date \_\_\_\_\_ Case# \_\_\_\_\_

Officer's Signature \_\_\_\_\_

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

Event Information			
Event Name			
Street Number	Street Name	Quad.	
City	State	Zip Code	
Event Contact			
Event Contact Phone			
Event Contact Fax			
Event Start Date			
Event Start Time			
Event End Date			
Event End Time			

Billing Information			
Billing Company			
Street Number	Street Name	Quad.	
City	State	Zip Code	
Billing Contact			
Billing Contact Phone			
Billing Contact Fax			
Inspection Date			
Inspection Time			
Total Square Footage			
Event Contractor			

### Community Arts and Craft Show Guidelines

**BOOTHS:** Booths shall be constructed of non-combustible or limited combustible material. Booths and similar products having 100 sq. ft or more of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction. Combustible materials within booths shall be limited to a one-day supply. Storage of combustible materials behind the booth space shall be prohibited. No open flame devices or pyrotechnic devices shall be used in any occupancy, unless otherwise permitted by the authority having jurisdiction. The following items shall be prohibited: Compressed flammable gases, Flammable or combustible liquids, Hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives. **The authority having jurisdiction shall be permitted to allow the limited use of any of the above items under special circumstances.**

**ACOUSTICAL AND DECORATIVE MATERIAL** such as: but not limited to: cotton, hay, paper, straw, moss, bamboo, wood chips, or similar materials shall be treated against the spread of flames to the standard set by the authority having jurisdiction. The use of non-treated material is prohibited.

**FIRE EXTINGUISHERS** shall display current and up to date annual inspection tags and shall be mounted up off the floor. All fire extinguishers shall have a minimum size of 2A10BC for Ordinary Hazards. All fire extinguishers shall be indicated on the site plan and not exceed 75 feet of travel distance.

**FIRE PROTECTION SYSTEM OBSTRUCTIONS** are prohibited. All fire alarm devices and fire extinguishers shall remain visible and unobstructed.

**AISLE WIDTHS** shall be indicated on the site plan.

**EXIT AISLES** shall be a minimum of 44 inches for all occupancies.

**Exception:** A Group E Occupancy shall have an exit corridor width of no less than 6 feet.

**EXITS** shall remain clear and unobstructed at all times.

**EXIT SIGNS** shall indicate the exit and the direction of travel to an exit. All exit signs shall remain unobstructed. Additional signs may be required.

**FIRE LANES** shall have a minimum width of 20 feet and shall remain unobstructed at all times.

**EXTENSION CORDS** UL, FM, or NRTL, three prong, grounded extension cords are permitted. Frayed, taped, or Daisy Chained wires are prohibited.

**ADDITIONAL FEES** After hour inspection fees and standby fees may be required and will be determined on a case by case basis. Minimum four hours per inspector totaling \$221.00.

**DISAPPROVALS** Any revisions must be made on a new application. Disapproved plans must be submitted along with the revisions.

**INSPECTIONS** Inspection times shall be scheduled within one (1) hour of the event opening. All electrical equipment, catering devices, tables, chairs, and merchandise shall be set in place prior to inspection.

**Failure to comply can result in criminal citation and/or revocation of permit for event.**

#### 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 minimum requirements. 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 plan. All disapprovals will be indicated on the top 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. This application must be walked in if the event is within 7 days.

**Applicants Name:** \_\_\_\_\_ **(please print) Phone Number:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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### LEGEND:

- |  |                       |  |                         |
|--|-----------------------|--|-------------------------|
|  | ILLUMINATED EXIT SIGN |  | FIRE EXTINGUISHER       |
|  | EMERGENCY LIGHTING    |  | NO SMOKING SIGNS        |
|  | COMBINATION UNIT      |  | GENERATOR / MOTOR / CAR |
|  | EXIT OPENING          |  | LIQUEFIED PETROLEUM GAS |

### OFFICER COMMENTS:

Revised 04/22/10