



Albuquerque Fire Marshal's Office

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

Outdoor Assembly Application

Approved **Disapproved**

Case # _____ Date _____

Man# _____

Officers _____

Signature _____

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

Revised: 4/6/2022

Event Information

Event Name	
Company Name	

City		State	
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Street Name		Quadrant	
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Street Number		Zip Code	
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Contact Name	
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Contact Phone	
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Emergency Phone	
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Contact Email	
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Event Start Date	
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Event Start Time	
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Event End Date	
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Event End Time	
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Permit Applicant

Company Name	
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City		State	
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Street Name		Quadrant	
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Street Number		Zip code	
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Contact Name	
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Contact Phone	
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Emergency Phone	
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Contact Email	
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Inspection Date	
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Inspection Time	
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Total Square Footage	
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Outdoor Assembly Requirements

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 All cooking and warming devices shall be indicated on the floor plan. They shall be isolated from the public and any combustible material. (ORD 8104.7.2)

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. (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 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 \$30.00 (ORD 105.6.37.1)

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)

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 9/17/17.

EVENT CONTACT NAME: _____ **PHONE NUMBER:** _____
(PLEASE PRINT)

EVENT CONTACT SIGNATURE: _____ **DATE:** _____

PERMIT APPLICANT CONTACT NAME: _____ **PHONE NUMBER:** _____
(PLEASE PRINT)

PERMIT APPLICANT CONTACT SIGNATURE: _____ **DATE:** _____

OFFICERS COMMENTS:

Outdoor Assembly Site Plan

Approved

Disapproved

Case # _____ Date _____ Man# _____

Officers Signature _____

OCCUPANT LOAD:

EXAMPLE

OFFICERS COMMENTS:	<h2 style="text-align: center;">Outdoor Assembly Site Plan</h2> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Case # _____ Date _____ Man# _____</p> <p>Officers Signature _____</p>
OCCUPANT LOAD:	



4 → Total area is 55,651 sq./ft.

Occupant Load Maintenance Letter needs to include

How exits and entrances are to be monitored.

Who will count to maintain occupancy load.

How will the count be kept to maintain occupancy load.

EXAMPLE LETTER 1

Company Header:

Main entrance/exit will be the only point of normal entry and exit. All other designated exits will be maintained as emergency exits only. Personnel will be posted at the main 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. All the exits with the exception of the main exit/entrance point will be designated as emergency exits only, and personnel will be posted to keep patrons from entering or exiting these points.

EXAMPLE LETTER 2

Company Header:

Patrons will be allowed to enter and exit through all designated entrance/exits. Security will be posted at all exits/entrances with mechanical counters keeping a total of individual in and out counts. The personnel's sole responsibility will be to keep an accurate count of people entering and leaving their designated entrance/exit point. The personnel designated for occupant load counts will radio to occupant load supervisor with in and out totals every 15 minutes. The supervisor will be responsible for the total occupant load.