



Albuquerque Fire Marshal's Office

600 2nd Street NW
Albuquerque NM, 87102
Phone (505) 924-3611
Fax (505) 924-3619

Outdoor Assembly Application

Approved **Disapproved**

Man # _____ Date _____

Case# _____

Officers 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
Contact Name			
Contact Phone			
Emergency Phone			
Contact Email			
Event Start Date			
Event Start Time			
Event End Date			
Event End Time			

Permit Applicant

Company			
Street Number	Street Name	Quad.	
	City	State	Zip Code
Contact Name			
Contact Phone			
Emergency Phone			
Contact Email			
Inspection Date			
Inspection Time			
Total Square Footage			

Outdoor Assembly Requirements

CONSTRUCTION DOCUMENTS Detailed site plan for the assembly area shall be proved 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 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. (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.

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 11/15/12.

EVENT CONTACT NAME: _____
(PLEASE PRINT)

PHONE NUMBER: _____

EVENT CONTACT SIGNATURE: _____

DATE: _____

PERMIT APPLICANT CONTACT NAME: _____
(PLEASE PRINT)

PHONE NUMBER: _____

PERMIT APPLICANT CONTACT SIGNATURE: _____

DATE: _____

Occupant load	OFFICERS COMMENTS:	Site Plan <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Man # _____ Date _____ Case# _____ Officers _____ Signature _____
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EXAMPLE

<p>Occupant load</p>	<p>OFFICERS COMMENTS:</p>	<p>Site Plan</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Man # _____</p> <p>Date _____</p> <p>Case# _____</p> <p>Officers _____</p> <p>Signature _____</p>
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- 1) Header needs to be at the top of your site plan page. It is provided on page 3 of the Outdoor Assembly Application
- 2) Minimum of 2 exits required, provide width- additional exits will be calculated by our office
- 3) You will need a google map photo with the dimensions of the area you will be using.
- 4) Total square footage required
- 5) Include everything within the fenced area. Including but not limited to stages, tents, table/chairs bars, concessions/food trucks, jumpers and anything that takes space from the area.
- 6) Dimensions shown and marked

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

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

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.