



**BERNALILLO COUNTY FIRE DEPARTMENT  
FIRE PREVENTION BUREAU  
6840 SECOND ST., NW SUITE 302  
ALBUQUERQUE, N.M. 87107  
505-761-4225**

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To whom it may concern:

The purpose of these guidelines is to familiarize event promoters, sponsors, vendors with information about outdoor festivals and special event procedures and general fire safety regulations that are enforced by the Bernalillo County Fire Department, Fire Prevention Bureau. The Bernalillo County Fire Department is committed to promoting public safety and assisting all parties involved to provide a level of service that will insure a safe and successful event. The Bernalillo County Fire Department defines a special event as anything that occurs at a building facility, park, or other location for anything other than the intended use. The following circumstances require a permit from the Bernalillo County Fire Department, Fire Prevention Bureau:

1. A floor in a high rise office is being used as a public assembly.
2. A building not classified as a public assembly is used as an assembly (50 or more people.)
3. A special event is held at a stadium or gymnasium
4. A special event is held in a parking lot which presents a fire safety hazard to the public, or to county property.
5. A tent over 200 square feet or a canopy over 400 square feet is erected within Bernalillo County.
6. A fireworks display or special events are conducted anywhere within Bernalillo County
7. Fireworks are used at the event.
8. A trade show/display is conducted in Bernalillo County
9. A Concert or any other stage performance is held at a building or facility other than a public assembly buildings already classified for that purpose.
10. There is use of an open flame device.
11. Promotional displays are set up.
12. A laser display is used
13. A vehicle or any other automobile is put on display in a public assembly or mall.
14. An outdoor special event is planned that requires the area to be fenced; or there is a change in the existing use of a street, park or area for the purpose of a public gathering. (i.e. street fairs, block parties etc.)



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In addition to the permit required by the Bernalillo County Fire Department Fire Prevention Bureau, the event sponsor shall secure permits from any other County department as needed to host the outdoor festival/special event. A Special Event Permit Application from the County may be required as well as a permit from the Sheriff's Department, Parks and Recreation, Environmental Health, Public Works, or any other county department.

The event sponsor shall submit to the Bernalillo County Fire Department Fire Prevention Bureau a permit application for the special event he/she is planning. The permit application, **Application of a Single Event Permit**, can be completed on line and mailed in. You may also contact the Bernalillo County Fire Department, Fire Prevention Bureau at 505-761-4225 to request that an application be faxed or mailed to you. An application may also be requested over the counter at our office at 6840 2<sup>nd</sup> Street NW Albuquerque N.M. 87107.

The completed application shall be turned in no later than two (2) weeks prior to the event. It can be mailed to the Fire Prevention Bureau Attn: Special Events at the above address, or may be faxed to 505-342-7981 Attn: Special Events, two (2) copies of a site plan shall be submitted with the permit application. The sit plan shall include:

- A. The name of all streets or areas that are part or the outdoor special event,
- B. the locations of the fire department emergency access lanes (20 foot minimum width);
- C. The location of stages, non-food booths, food booths and cooking areas;
- D. A detailed or close-up of the food booth(s) and cooking area configuration;
- E. Booth identification signs or number of all vendors cooking with flammable gases or BBQ grill; and
- F. the location of tents

In addition to the site map, if the event is to have tents or canopies, two copies of the tent plans shall be included with the application; which include:

- A. The layout of the interior venue (seating and table arrangements)
- B. exit locations
- C. fire extinguisher locations

The event sponsor shall also provide a listing of all vendors who are cooking. The list shall include the booth locations and the method of cooking. (Propane or BBQ grill)

- A. Vendors who are cooking are required to attend a portable fire extinguisher course put on by the Bernalillo County Fire Department, Fire Prevention Bureau prior to the event. Vendors who have not taken this course will not be allowed to cook at the event.