

## BOOTH/TENT INSPECTION REQUEST FORM

Special Event Name

Date Time and Address

Responsible Party Name and Cell number (Event Coordinator/Property Owner)

How many tents/booths are over 400 square feet?

How many tents/booths will be cooking?

What time is the State Propane Inspector scheduled to start inspections?

What time would you request the inspections to start?

Billing Address

Email Request two weeks before the event to [Jatapia@santafenm.gov](mailto:Jatapia@santafenm.gov)

By emailing this form, you confirm that you understand SFFD utilizes on-duty Fire Crews who must prioritize 9-1-1 calls. Your event request will be reviewed, and you may be contacted to discuss further arrangements and requirements. If a permit is required for your event, that is another process and can be set up through the City's Land Use Office.

Please email [jatapia@santafenm.gov](mailto:jatapia@santafenm.gov)