



City of Santa Fe Fire Department

P.O. Box 909, 200 Murales Road – Santa Fe, New Mexico 87504
(505) 955-3110 – FAX (505) 955-3115

SPECIAL EVENTS/ FOOD BOOTH REQUIREMENTS (Effective June 1, 2021)

Disclaimer: This list is a comprehensive list of the most common life safety features in reference City of Santa Fe Fire Prevention Bureau's office with special events. Each special event is unique and each occupancy is subject to review by the International Fire Code (IFC) 2015, International Building Code (IBC) 2015, and NFPA reference standards and city adopted ordinances, confirmed compliance by the fire code official.

- I. International Fire Code (IFC) 2015.
- II. Compliance with current burn restrictions with the City of Santa Fe (provide by City of Santa Fe Fire Prevention Bureau).
- III. Shall provide site plan depicting the following: Exits, Fire Extinguishers, No Smoking Signs, Etc..
- IV. NO SMOKING SIGNS. The fire code official is authorized to order the posting of "No Smoking" signs in a conspicuous location in each structure or location in which smoking is prohibited. The content, lettering, size, color and location of required "No Smoking" signs shall be approved.
- V. Fire hydrant Locations 10' Diameter clear width (5' from center of fire hydrant).
- VI. FDC access 10' clear width (5' from center of Fire Department Connection).
- VII. FIRE LANES shall maintain clear width of 20'-0" minimum.
- VIII. FIRE EXTINGUISHER
 - 2A, 10 B.C. minimum for all other locations (within 75').
- IX. FIRE EXTINGUISHERS FOR FOOD BOOTHS:
 - One 2A-10 BC fire extinguisher shall be required for each food booth.
 - One "K" type extinguisher is required for booths conducting any deep fat frying. Booths containing deep fat fryers shall have a class K portable fire extinguisher for up to four (4) fryers having a maximum cooking medium capacity of 80 pounds each.
 - For every additional group of four (4) fryers having a maximum cooking capacity of 80 pounds each, an additional class K will be required.
 - For individual fryers exceeding six (6) square feet in surface area, class K extinguishers will be installed in accordance with manufacturer's recommendations.
 - All fire extinguishers shall have a current (*within a year*) inspection sticker from a licensed extinguisher company or provide proof that extinguisher is new (*store receipt*).
 - First Aid Kit
 - Fire Blanket
- X. FOOD BOOTH LOCATION:
 - Food booths utilized for cooking shall be separated from other booths shall not be separated by less than 20 feet. (*Other variations may be approved by the fire code official*).
 - Booths shall not be placed within 10 feet of amusement rides or devices.
- XI. COOKING EQUIPMENT LOCATION:
 - Barbeque pits shall not be located within 10 feet of combustible materials.
 - Barbeque pits shall not be located under food booth canopy.
 - Propane tanks shall not be located within 10 feet of a building door or window.
- XII. ACCEPTABLE COOKING SOURCES: The following are the only approved cooking sources for food booths.
 - Wood or charcoal (all waste material disposed in a fire resistant trash container w/ lid).

- Propane
- Natural Gas
- Electricity

XIII. DEEP FAT FRYING:

- If deep fat frying is conducted under a canopy or tent, the surface of the canopy or tent must be kept clean of grease accumulations, and the canopy or tent will need to be made of a fire retardant material (i.e. Registered Flame Retardant Tent, State of California). For multiday events, canopy/tent surfaces must be cleaned every day prior to start of cooking operations.
- All deep-fat fryers shall have a steel baffle between the fryer and surface flames of an adjacent appliance or shall maintain a 16 inch separation distance. The baffle, if installed, shall be eight (8) inches in height. Where it is not possible to maintain this space, a steel or tempered glass baffle must be installed at a minimum eight (8) inch height between the fryer and adjacent appliance.

XIV. GENERATORS:

- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.
- Generators shall be isolated from contact with the public.
- Storage of gasoline is not allowed near generators or food booths.
- Keep minimum distance of 10 feet from combustible materials.
- Fuel must be kept a minimum distance of 20 feet from generator.

XV. DECORATIONS:

All decorative material shall be at least six (6) feet away from any open flame, cooking element, or heat source or be flame resistant.

XVI. PROPANE:

- All ASME tanks will need to be verified by the State of New Mexico LPG Bureau and special events (Contact # 505-231-8467). Permit for special events issued by state.
- All equipment (hose, connections and regulators) used in conjunction with propane tanks must be UL listed for the purposes in which they will be used.
- Tanks shall be secured to prevent falling.
- Tanks shall only be white or aluminum in color.
- Only one spare tank will be allowed in food booth.
- Emptied propane tanks are to be removed from the site immediately after use.
- Regulators shall be attached to the tanks as close as possible.
- Leaks can be detected using a soap and water solution.
- Tank shutoff valves and/or additional shutoff valves shall be accessible and away from the cooking appliance(s).
- Propane tanks shall not be within 5 feet (10 feet of ASME tank) of an ignition source.
- Propane tanks shall not be located within 10 feet of a building door or window.

XVII. PORTABLE OUT-DOOR GAS FIRED APPLIANCES. Portable gas-fired heating appliances located outdoors shall be in accordance with:

- Prohibited locations. The storage or use of portable outdoor gas-fired heating appliances is prohibited in any of the following locations:
 1. Inside of any occupancy where connected to the fuel gas container.
 2. Inside of tents, canopies and membrane structures.

XVIII. Shall comply with CHAPTER 31 TENTS AND OTHER MEMBRANE STRUCTURES.

- Tents need to be secured.
- Tents need to be fire retardant or comply with NFPA 701.
- Clear width of 10' fire break between no more than 10 tents or a 100' feet (10'x10').