



CITY OF SANTA FE  
**FIRE DEPARTMENT**

Fire Prevention Use Only:

Date Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_

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**BOOTH/TENT INSPECTION REQUEST FORM**

SPECIAL EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

EVENT ADDRESS: \_\_\_\_\_

EVENT COORDINATOR: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

HOW MANY TENTS/BOOTHS ARE OVER 400 SQUARE FEET? \_\_\_\_\_

HOW MANY TENTS/BOOTHS OR CANOPIES WILL BE SET UP? \_\_\_\_\_

HOW MANY TENTS/BOOTHS WILL BE COOKING? \_\_\_\_\_

WHAT TIME IS THE STATE PROPANE INSPECTOR SCHEDULED TO START INSPECTIONS?  
\_\_\_\_\_

HOW MANY GENERATORS WILL BE UTILIZED FOR THIS EVENT? \_\_\_\_\_

WHAT TIME ARE YOU REQUESTING INSPECTIONS TO BEGIN? \_\_\_\_\_

**DISCLAIMER**

If you are applying for an event permit, please contact the City of Santa Fe Land Use Department at (505) 955-6551.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Email application to Fire Inspector Jason Tapia at [jatapia@santafenm.gov](mailto:jatapia@santafenm.gov)

between two and four weeks prior to event.

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