



City of Albuquerque

Event Permitting Process

The City of Albuquerque Event Permitting Process has been designed to make recommendations or requirements based on city ordinances, requirements and regulations for activities hosted by Albuquerque citizens, businesses and organizations. These recommendations and requirements are made to minimize the impact on area residents, businesses and an organization's right of way or the City's ability to provide emergency services to the public.

An event requires approval and/or additional permits of City departments before it can take place. It is up to the applicant to conform to the current laws, regulations and requirements, and to assure that the event has all the necessary permits and remains in compliance throughout the entire event. **Failure to comply with the requirements made by the City departments within this permit can result in a shut down of the event with possible legal ramifications.** The Albuquerque Police Department and the Albuquerque Fire Department can and will shut down an event if they determine that any portion of an event is hazardous to any participant or public safety. In certain cases, an *Event Bond* and/or insurance may be necessary and must be attached to the *Event Permit* when required by any division of the Event Permitting Committee.

Permit Process:

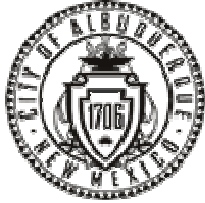
1. **Call the Community Events Division** at 768-3556 to be scheduled to have your application reviewed at the bi-monthly (second and fourth Wednesday of every month). At this time, a Community Event's representative will assist you on where you can retrieve your Permit. A minimum of two weeks notice is required for inculcation permitting meeting purposes. If you do not meet the time frame the permit can be walked through, please see Walk-Through Section below.
2. **Completely fill out the Application Summary** on page 3 of the Permit and fax, email or mail to 400 Marquette Ave NW Ste 605 Albuquerque NM 87102.
3. **Attend Permit Meeting** as schedule with a completed copy of your summary, site plan and check list. Not being present at your scheduled date and time may result in having to walk-through your permit. If you have permitted your event in prior years, please bring a copy of your previous permit, this will help expedite the process.
4. **Be Prepared to Answer Pertinent Questions** necessary for approval of permit & wait for a final copy of your permit. Community Events is the **LAST** signature required to make the permit final. If additional requested signatures are requested from any permit committee member, this must be accomplished and returned to Community Events personally for their final signature, stamp and dating.
5. **Maintain Original Copy at Event and Comply with all Requirements and Recommendations.**

Walk-Through Process:

1. **Call the Community Events Division** at 768-3556 and schedule an appointment with a community events employee. This individual will supply you with a permit and list of departmental contacts necessary for the approval of your permit.
2. **Obtain all Necessary Required Signatures** supplied to you by the Community Events liaison. Be aware, many required departmental signatures will need additional approvals prior to signing off on their section of the permit. An example may include proof of notification to surrounding businesses and/or residents.

3. **Return Completed permit, summary, site plan and check list with all Requirements and Recommendations Fulfilled to the Community Events Division for Final Signoff.** *Community Events is the FIRST AND LAST STOP for signatures in this process. Without the final signatures, stamp and date of Community Events this Event Permit is invalid.* A copy of all final permits is kept on file in the Community Events office for purposes of enforcement, accountability, and public inquires.
4. **Maintain Original Copy at Event and Comply with all Requirements and Recommendations.**

*Additional permits, associated fee(s) and Liability Insurance may be required



City of Albuquerque SPECIAL EVENT APPLICATION SUMMARY

(Please Print)

Name of Contact Person: _____

Address: _____ E-mail address: _____

Home Phone Number: _____ Cell Phone Number: _____

Name of Event: _____

Date(s) of Event: _____

Location(s) of Event: _____

Address of Event: _____

Set up Dates and Times: _____

Event Hours of Operation: _____

Event Teardown Dates and Times: _____

Estimated Attendance: _____

Briefly Describe the Event: _____

Street Closure(s) Dates and Times: _____

Will food and/or beverages be served? Yes No
Will food be prepackaged? Yes No
Will vendors be cooking or heating food? Yes No
If yes, please provide vendor(s) name _____

Will there be amplified music? Yes No

Will tents or canopies be utilized? Yes No
Are the tents or canopies fire retardant? Yes No

Please list number and size(s): _____

Vendor(s) name: _____

How does this event benefit the City of Albuquerque? (Please explain) _____

Attach Site Plan and/or Route Map (Sketch of tent set up, vendors, staging, parking, security detail, etc.)

Please submit this summary to the Special Events Permitting staff as soon as possible at e-mail: izamora@cabq.gov or fax: 768-2846. Someone from the Cultural Services Department will contact you and schedule you for an upcoming Special Events Permitting Committee meeting or walkthrough. Please complete any additional information requirements, and have them ready to present at the scheduled committee meeting. If you have any questions, please call the Cultural Services Department at 768-3577 for assistance.

Note: This summary will begin the process of City of Albuquerque departments supporting your special event. However, final permitting decisions for your special event will be based on the additional information you provide at the scheduled Special Events Permitting committee meeting. The City may impose certain fees for your event which will be collected at the meeting. Please be prepared with check or credit card.

SITE PLAN

The **SITE PLAN** is an essential part of the Special Event Application process. Applications submitted without a site plan or with an incomplete site plan may result in the application being delayed or denied. You may find the following website helpful in preparing your site plan: <http://gisphp.cabq.gov/address/php>

The **SITE PLAN** is a detailed map and “floor plan” of your event. To ensure a quick and thorough review of your application, please include the following details, as applicable to your specific event, on the site plan and submit it attached to your Special Event Application Summary.

SITE PLANS will include the following:

1. The location and boundaries of the planned event; include barrier locations
2. Tent and canopy locations; include dimensions of the tent(s) and/or Canopy(ies)
3. All proposed fencing for the event, including the location of all entrance and exit gates; identify all emergency exit locations
4. All signage for the event, both internal and external to the event site boundaries
5. All designated bus stops and shelters
6. All City metered parking spaces
7. All designated on-street parking spaces
8. All red- or yellow-painted curbs
9. All fire hydrants and fire extinguisher locations
10. All stages and/or riser locations
11. All proposed porta-potty locations, including accessible porta-potties; all hand-washing stations
12. All proposed trash dumpster locations, including size and placement direction
13. A “north” arrow with all streets labeled
14. The name and telephone number of all adjacent businesses within the barricaded area

CHECKLIST

Check each box to finish your application. Attach this completed Checklist with your filled-in permit. If you **have not** answered all the items below, your permit may be returned to you as incomplete.

Begin the permitting process in this order:

- Contact the Community Events Division to be scheduled to have your application reviewed at the bi-monthly (second and fourth Wednesday of every month) Event Permitting Committee Meeting.
- Fully complete the application summary on page 3.
- Return the completed application summary at least two weeks in advance to the Community Events Scheduler.
- If applicable attach a Site Plan and/or Barricade Plan as required by AFD, Office of Municipal Development and Zoning Enforcement.
- Return a completed copy of the entire permit with all acquired signatures and fulfilled requirements to the Community Events Scheduler.

Please send all requested information Attn: Community Events Scheduler @ U.S. Mail: Marquette Ave NW Ste 605, Albuquerque, NM 87102. Email: izamora@cabq.gov or mpcandelaria@cabq.gov Fax: (505) 768-2846

PART II. DEPARTMENT SIGNATURES

All required signatures, according to your event, must be obtained to become a permit.

Office of Municipal Development, Construction Services Div.

(505) 924-3400

Plaza del Sol, 600 2 nd Street NW 4th Floor, Suite 400 Albuquerque, NM 87102	_____ Construction Coordinator Date <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Barricade Permit: <input type="checkbox"/> N/A <input type="checkbox"/> Required	Permit Fee \$ <input style="width: 50px;" type="text"/>
Comments: _____ _____ _____	

Transit Department

(505)764-6103

Operations Division 601 Yale Blvd. SE Albuquerque NM 87106	_____ ABQ. Ride Operations Supervisor Date <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: _____ _____ _____	

Fire Marshal's Office

(505) 764-6300

724 Silver SW Albuquerque, NM 87102	_____ Fire Marshal's Office Date <input type="checkbox"/> Approved <input type="checkbox"/> Denied
<i>Emergency Access Lane</i> <input type="checkbox"/> N/A <input type="checkbox"/> Required	
<i>Fire Hydrant Access</i> <input type="checkbox"/> N/A <input type="checkbox"/> Required	
<i>Special Cooking Arrangements</i> <input type="checkbox"/> N/A <input type="checkbox"/> Required	
<i>Fire Extinguisher(s) needed</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Type _____	
<i>Standby Emergency Team needed</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rescue <input type="checkbox"/> Pumper	
<i>Special Considerations</i> <input type="checkbox"/> Elderly <input type="checkbox"/> Handicap	
Comments: _____ _____ _____	

Albuquerque Police Department

Southeast Area 800 Louisiana SE (505) 256-2050	Northeast Area 8201 Osuna NE (505) 823-4455	_____ Area Commander, A.P.D. Date <div style="text-align: right;"> <input type="checkbox"/> Approved <input type="checkbox"/> Denied </div>
North Valley Area 5408 2 nd Street NW (505) 761-8800	Foot Hills Sub Station 12800 Lomas Blvd. NE (505) 332-5240	<div style="border: 1px solid black; padding: 5px;"> Westside Area 5404 Los Volcanes NW (505) 831-4705 </div>
Comments: _____ _____ _____		

Albuquerque Police Department/ Traffic (505) 857-8421

Traffic Commander 7520 Corona Ave. NE (N. of Paseo del Norte, off Wyoming) Albuquerque, NM 87122	_____ Traffic Commander, A.P.D. Date <div style="text-align: right;"> <input type="checkbox"/> Approved <input type="checkbox"/> Denied </div>
Comments: _____ _____ _____	

Chiefs Overtime (505)768-2380

400 Roma NW 3rd Floor Albuquerque, NM 87102	_____ Chief's Overtime Coordinator Date <div style="text-align: right;"> <input type="checkbox"/> Approved <input type="checkbox"/> Denied </div>															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Officer(s)</i> _____</td> <td style="width: 20%;"><i>Cost p/hr</i> \$ _____</td> <td style="width: 20%;"><i>Hours</i> _____</td> <td style="width: 20%;"><i>=</i> \$ _____</td> <td style="width: 10%;"></td> </tr> <tr> <td><i>Sergeant(s)</i> _____</td> <td><i>Cost p/hr</i> \$ _____</td> <td><i>Hours</i> _____</td> <td><i>=</i> \$ _____</td> <td></td> </tr> <tr> <td><i>Lieutenant(s)</i> _____</td> <td><i>Cost p/hr</i> \$ _____</td> <td><i>Hours</i> _____</td> <td><i>=</i> \$ _____</td> <td style="text-align: right;"><i>Total Cost</i> \$ </td> </tr> </table>	<i>Officer(s)</i> _____	<i>Cost p/hr</i> \$ _____	<i>Hours</i> _____	<i>=</i> \$ _____		<i>Sergeant(s)</i> _____	<i>Cost p/hr</i> \$ _____	<i>Hours</i> _____	<i>=</i> \$ _____		<i>Lieutenant(s)</i> _____	<i>Cost p/hr</i> \$ _____	<i>Hours</i> _____	<i>=</i> \$ _____	<i>Total Cost</i> \$ 	
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<i>Lieutenant(s)</i> _____	<i>Cost p/hr</i> \$ _____	<i>Hours</i> _____	<i>=</i> \$ _____	<i>Total Cost</i> \$ 												
Comments: _____ _____ _____																

Albuquerque Police Department/Chief's Office (505) 768-2200

Chief of Police 400 Roma NW, 5th Floor Albuquerque, NM 87102	_____ Chief of Police, A.P.D. Date <div style="text-align: right;"> <input type="checkbox"/> Approved <input type="checkbox"/> Denied </div>
Comments: _____ _____ _____	

Environmental Health Department

(505) 768-2600

400 Marquette NW
3rd floor, Room 3023
Albuquerque, NM 87102

Environmental Health Representative/Food Date
 Approved Denied

Environmental Health Representative/ Noise Date
 Approved Denied

Special Dispenser's Permit(s) N/A Required Issued Denied

Temporary Food Establishment N/A Required Issued Denied

Noise Permit N/A Required Issued Denied

Dust Control Measures N/A Required Issued Denied
Is ¼ of an acre being used Yes No

Liquid Waste N/A Required

Grease Containers N/A Required

Trash Removal N/A Required

Number of food/drink vendors/dispensers at this event:

Vendor List included? YES NO

Date Environmental Health Requirements to be completed _____

Comments: _____

Parking Division

(505) 724-3150

Plaza Del Sol
600 Second St. NW Ste 510
Albuquerque, NM 87103

Parking Operations Supervisor Date
 Approved Denied

Approximate number of meters bagged

Comments: _____

400 Marquette NW
 1st floor, Room 1080 B
 Albuquerque, NM 87102

Treasury Representative _____ Date _____
 Approved Denied

Number of vendors at this event:

Special Dispenser's Permit(s) N/A Required Issued Denied
 Paid (Amount _____) Date _____ Cash Check or CC (circle one)

Temporary Business Registration(s) N/A Required Issued Denied
 Paid (Amount _____) Date _____ Cash Check or CC (circle one)

Annual Business Registration(s) N/A Required Issued Denied
 Paid (Amount _____) Date _____ Cash Check or CC (circle one)

Company Name: Contact #

Total Cost of Permits Issued: Paid - Cash Check or CC (circle one)
 Barricade Permit Issued Paid (Amount _____) Date _____
 Tent Permit Issued Paid (Amount _____) Date _____
 Public Dance Permit Issued Paid (Amount _____) Date _____
 Sign Permit Issued Paid (Amount _____) Date _____
 Chief's Overtime Approved Paid (Amount _____) Date _____

Comments (please list any other permits or fees not mentioned here that have been issued and paid for):

Zoning Enforcement Office (505) 924-3842

Plaza del Sol, 600 2nd Street NW
 7th Floor, Suite 720
 Albuquerque, NM 87102

Zoning Inspector _____ Date _____
 Approved Denied

Does the zone allow the event? Yes No Sign Permit Yes No
 Public Dance Permit Yes No Tent Permit required Yes No
 Circus/ Carnival Zone Code Yes No Special Exception Yes No

Comments _____

Park Management

(505) 768-5306

1801 4th St. NW, Building A
Albuquerque, NM 87102

Activities Coordinator

Date

Approved

Denied

Comments: _____

Solid Waste (505) 761-8115 or 761-8158 Fax 761-8187

Solid Waste Management Department
4600 Edith NE
Albuquerque NM 87107

Solid Waste Representative

Date

Approved

Denied

Comments: _____

Office of Neighborhood Coordination (505) 924-3914

Plaza del Sol, 600 2nd Street NW
Basement, Suite 120
Albuquerque, NM 87102

ONC Representative

Date

Approved

Denied

Comments: _____

***Neighborhood Association**

**To be signed by the appropriate
Neighborhood Association President
or their Representative.**

Representative

Date

Name of Association

Approved

Denied

Comments: _____

*** Attach a flier or letter of notification to the association regarding your event.**

Bike Trails/Open Space

(505) 873-6620

3615 Los Picaros Rd. SE
Albuquerque, NM 87105

Open Space Representative Date

Approved Denied

Comments: _____

Community Events Division

(505) 768-3555

400 Marquette NW
6th floor, Room 605
Albuquerque, NM 87102

Community Events Representative Date

Final Approval Stamp and Date: _____ Approved Denied
stamp/date/initials

Civic Plaza Usage Approved Denied

Civic Plaza Representative Date

Comments: _____

PART IV. EVENT APPLICATION SIGNATURE REQUIREMENT

**This portion must have signatures if businesses or residential traffic is interrupted or blocked.*

We, the undersigned live or do business on the street(s) proposed to be closed and acknowledge that we have been informed in regards to the closure. By signing this document I also acknowledge that I am not giving my approval or disapproval of the event, I am only being informed as required by the Event Permitting Committee.

Signature

Address

Phone(s)



City of Albuquerque SPECIAL EVENT APPLICATION DECLARATION

I, _____ as the organizer or coordinator of the event described in the Special Event Application Summary, do hereby declare that the event will be conducted in accordance with all applicable federal, state, and local laws, and the requirements, conditions, and recommendations made by the Special Events Permitting Committee. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this Special Event Permit, if approved, may be revoked at any time by any member of the Special Events Permitting Committee, the Albuquerque Police Department, or the Albuquerque Fire Department if, in their opinion, any of the following occur: the event becomes a public nuisance; violations of ordinances or statutes are committed by any participant; or if any of the conditions imposed as part of the Special Event Permit are not met. I understand that any significant changes to the event (date, time, location, logistics, size, or similar) that occur after the date the event was approved and permitted will require that I re-submit the Special Event Permit to the Special Events Permitting Committee and/or obtain approval of the changes from the respective City Department(s). Additionally, I understand that the City of Albuquerque and the Special Events Permitting Committee, will not be held responsible for changes made by the event organizer or participating entities prior to, or during the event.

Applicant's Signature

Date