



Artesia Fire Department

Office of Fire Prevention & Public Education

Special Fire Permit Application

3300 W. Main St – Suite F
575-746-5051 – FAX 575-746-5093

All fire protection systems must meet the minimum requirements of the International Fire Code & the most current, applicable, NFPA standard(s).

PERMIT #: _____ **DATE APPLICATION RECEIVED:** _____
Installation Address: _____ **Names of Occupancy:** _____
Property Owner: _____ **Address of owner:** _____
System Installer or Contract Maintenance Personnel: _____
NM Fire Marshal's Certificate of Fitness # and Expiration Date: _____
Date and estimated time when work will be conducted: _____
Scope of work being performed: _____

Installer's business phone: _____ **Installer's on-site cell phone:** _____

Type of system you are conducting maintenance, inspection, or installation on:

- Fire Alarm
- Fire Sprinkler
- Kitchen hood/fire suppression
- Standpipe
- Fire Pump

- Battery System
- Spray or Dipping rooms, areas, booths, etc

Fire Sprinkler/Standpipe/Fire Pump – Plans with a NICET III stamp shall be submitted with this application with new or work involving more than 20 sprinkler heads or replacement of fire pump. Those plans shall include scale drawings, manufacturer information and sizes for all components, and hydraulic calculations.

Sprinkler work requires a minimum of four call inspections: underground piping, hangers/rough-in, pressure testing, and final inspection/acceptance testing. A 24 hour notice must be given for each.

In the event of routine testing and maintenance you are required to complete a permit to ensure proper notification of the fire department.

Fire Alarm – Fire alarm systems shall include drawings, manufacturer information for all devices and calculations.

Fire alarms require a minimum of two call inspections: rough-in & final inspection/acceptance testing. A 24 hour notice must be given for each.

In the event of routine testing and maintenance you are required to complete a permit to ensure proper notification of the fire department.

Kitchen Hood/Fire Suppression System – Plans shall be submitted that includes the hazard being protected, the type of system, manufacturer information, and location of all key components. Systems must be tested to the UL 300 standard.

Hood/fire suppression system inspections require a minimum of two call inspections: rough-in & final inspection/acceptance testing. A 24 hour notice must be given for each.

In the event of routine testing & maintenance you are required to complete a permit to ensure proper notification of the fire dept.

Signature _____

Date _____

- Permit Granted** Date Permit Issued _____ Issued By _____
 Permit Denied Remarks _____

FOR ALL INSPECTIONS CALL (575) 746-5051 or (575) 513-1883

Work shall not proceed until the inspector has approved the various stages of installation

FIRE DEPARTMENT APPROVALS

1. Underground piping	3. Pressure test
2. Hangers/Rough-in	4. Final/Acceptance Test

IF PLANS ARE NOT BEING SUBMITTED DUE TO LIMITED SCOPE OF WORK OR YOU ARE PROVIDING GENERAL MAINTENANCE ONLY PLEASE ATTACH A SMALL SUMMARY OF THE WORK BEING CONDUCTED ON THE SYSTEM AND AN ESTIMATED START AND ENDING DATE