



CITY OF LAS VEGAS FIRE DEPARTMENT

FIRE PREVENTION BUREAU-INSPECTIONS & ENFORCEMENT DIVISION

155 Bridge Street, Las Vegas New Mexico 87701

(505)425-6321



Application for Annual Operation Permit

When an applicant applies for a City Business Licensure, one of the requirements is to obtain an annual fire inspection and approval from the City of Las Vegas Fire Department. All facilities will need an on-site inspection to verify compliance with fire code and life safety requirements. This application along with permit fee and supporting documentation shall be submitted prior to inspection being performed. Once this application has been received by our office you will be contacted to schedule a proper inspection of your facility. Failure to provide all information requested on this application will result in delay of the process and may result in denial of permit. An application must be completed for each location of operation within the City of Las Vegas. Submit completed form and payment to Fire Administration at 155 Bridge St., Las Vegas, NM 87701

Business Legal Name: _____

D.B.A (If Applicable): _____

Applicant's Full Legal Name: _____

Business Physical Address: _____

City: _____ State: _____ Zip: _____

Business Mailing Address (If Different): _____

City: _____ State: _____ Zip: _____

Email Address: _____ (Required) Phone #: _____

Business Hours of Operations:

| Days of the Week | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------|--------|--------|---------|-----------|----------|--------|----------|
| Hours of Operation | | | | | | | |

Complete the appropriate sections below which apply to your Annual Operational Permit

NEW CERTIFICATE APPLICATION RENEWAL APPLICATION

Type of Business:

- Business Office Mercantile/Retail Medical/Dental Office
- Restaurant Mobile Food Truck/Vendor Manufacturing
- Educational Storage Facility Cannabis Related (Must Complete Cannabis Application)
- Hotel/Motel Day Care Auto Repair Other: _____

Department Use Only

Permit Fee \$25.00 Received?: YES NO

NM Required Licensing Verified? YES NO Supporting Documentation Received? YES NO

LVFD Permit Issued: YES REJECTED LVFD Permit # _____ LVFD Inspector: _____



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Has the facility obtained the following? *(Attach all supporting documents)*

- Planning and Zoning Approval NM Construction Industries Permits
- NM Environment Department Retail Food Permit *(if applicable)*
- Annual Service of Ansul/Hood System *(if applicable)**
- Annual Service of Fire Alarm/Sprinkler System *(if applicable)**
- Diagram of Facility

***All Facilities with Fire Alarms, Fire Sprinkler Systems, and Hood Suppression System must provide copies of annual service reports with this application.**

Plans needing to be reviewed are to be submitted to New Mexico State Fire Marshals Office for approval prior to any permit being issued by the City of Las Vegas. Copies of all plans are to be submitted to the Las Vegas Fire Department as well for Documentation and Records.

Commercial facilities within the City of Las Vegas shall be inspected by the Las Vegas Fire Marshal’s Office on an annual basis. An annual permit for facility operation of \$25.00 shall be submitted to this office with this application.

Any changes in facility changes or classification shall be reported to this office immediately. Failure of compliance with the Las Vegas Fire Code may result in revocation of permit and business licensure, and shall be guilty of a misdemeanor offense, punishable by a fine not to exceed \$500. Each day any such violation shall constitute a separate offense.

APPLICANT MUST READ AND SIGN THE FOLLOWING: I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the City of Las Vegas Fire Code. I understand that prior to issuance of this permit the Las Vegas Fire Marshal’s Office will inspect the location noted above and said location must be compliant with code.

Signature of Company Owner / Branch Manager

Date