

FAQs for Fire Prevention

What are the office hours of Fire Prevention?

The City of Santa Fe Fire Department Fire Prevention office is open Monday through Friday from 8 a.m. to 5 p.m., with inspections available on the hour from 9 a.m. to 4 p.m. In some cases, an 8 a.m. inspection or a 5 p.m. inspection can be scheduled in special circumstances if availability exists.

What Fire Code does the City of Santa Fe Fire Department follow?

The City of Santa Fe Fire Department follows the IFC 2009 edition (International Fire Code).

How does the Fire Code apply to existing buildings?

If a building still has the same use and occupancy that it was originally built for and no renovation of any structure, plumbing, heating or electrical has taken place, and all life safety systems pass the annual fire inspection, the building does not have to be brought up to present day codes. The Fire Code is the regulation for the maintenance of the life safety that was built into the building at the time of construction.

The Fire Code states that when changes to the use of a building create a hazard exceeding the criteria for which the fire protection systems were designed, such fire protection systems shall be upgraded to accommodate the increased hazard. The original construction of the building cannot be altered without repairing the structure's fire separations, or anything else that increases the danger to life safety.

What is the main focus of a fire inspection? What is the role of a Fire Inspector?

The fire inspection's main focus is the life safety of building occupants. A fire inspector reviews a building inside and out to determine sufficiency of fire and life safety systems, in order to make sure that people can safely exit a building during an emergency. The fire inspector writes orders to remedy any life safety issues in the building according to the IFC 2009, the City of Santa Fe adopted code.

What happens when the owner does not comply with a Fire Inspection Order?

If an owner does not comply with a Fire Inspection Order, depending on the severity of the violation, the owner (individual or corporation) may be given more time to comply, may face violation fines or may ultimately be issued an order to close the business/building.

Who can accompany a Fire Inspector as part of the inspection process?

The fire inspector can take with him or her any other person and equipment or materials to assist in the inspection, including but not limited to, building inspectors, zoning and enforcement inspectors, another fire inspector and health inspectors.

Does the fire inspection have to pass in order for a business license to be issued?

Yes.

If a business is relocated, is the previous business license still in effect until the end of the year?

The business license remains with the location. If a business relocates, a new fire inspection and business license is required, even if the business moves next door. If the business opens a second location, a new license and fire inspection will be required for that second location, however the original business will keep the original license, so long as they remain at the address for which the license was originally obtained.

What if the business failed the fire inspection?

The fire inspector will inform the occupant of the necessary items that need to be repaired, added or updated in order for the inspection to pass. The occupants will then be given 10 days to comply, at which time the fire inspector will return to conduct a re-inspection.

What if the location is not ready for the re-inspection within the 10 day time period?

If the occupants are not ready for the re-inspection within the 10 day time frame, they may contact their fire inspector directly and ask for an extension. Depending on the violations and the individual inspectors discretion, an extension can be granted, which is usually for 3 days.

What if the business failed the re-inspection?

If the occupants are not actively bringing the building into compliance and no communication has been generated between the occupants and the fire inspector or Fire Prevention, a violation fee of \$50 will be issued. Continued refusal to bring the building up to code may result in the business being shut down until code is met.

How does one obtain a fire inspection?

Once the first part of the application process has been completed with Planning and Zoning and the business seeking the fire inspection has all their fixtures in place that will be there while running the business, Fire Prevention may be contacted to schedule the inspection by calling (505) 955-3310.

What are the items most frequently found to be in violation?

Fire extinguishers that have not been serviced annually or low on charge

Exit signs missing or not illuminated

Placards not posted indicated hazard rating of materials or improper handling or storage of flammable materials

Electrical Extension cords being used in place of permanent wiring

Open electrical boxes or exposed wiring

Alarm/Sprinkler systems not serviced and up to date

Means of egress/blocking of exits

Address or suite numbers not posted

Is there a charge for fire inspections?

The initial inspection for a business license is covered in your application fees. This also covers the 10 day re-inspection and the annual fire inspection, when required. Additional charges may arise if violations are not corrected, resulting in additional visits by fire inspector.

How does one report a fire safety concern?

If there is a fire safety concern, Fire Prevention can be contacted by e-mail or phone to report the complaint. Complaints can be lodged anonymously. If the complainant would like to be contacted regarding the findings, they must leave a valid contact name and either a phone number or email address.

Does the City of Santa Fe Fire Department supply Child Car Seats?

No. The City of Santa Fe has partnered with Safer New Mexico Now to use one of the fire stations to hold a bi-weekly car seat clinic by appointment. To make an appointment to have a car seat checked and/or installed, please contact Safer New Mexico Now by calling (505) 471-3965.

Are fire pits/open burning permitted in the Santa Fe city limits?

There are no fire pits or open burning permitted within the city of Santa Fe without acquiring a burn permit. Burn permits cost \$10 and are for one set day and time as applied for. A burn permit application can be obtained by visiting Fire Prevention at 1751 Cerrillos Road or by e-mailing the Administrative Assistant at jadoolittle@santafenm.gov. You may also contact said office with any questions regarding store purchased fire pits or preexisting outdoor fireplaces. Burn permits are issued at the discretion of the Fire Marshal and can be revoked at any time. Non-profits may apply for a burn permit at no cost so long as they furnish proof of non-profit status.

Is the burning of trash/weeds/debris permitted within Santa Fe city limits?

No. Burn permits will not be issued for this purpose, as the burning of weeds/trash/debris is not permitted in the Santa Fe city limits at any time.

How does one arrange a station tour or fire department public appearance at events or schools?

To arrange to have a fire safety presentation, fire station tour, or event that involves a fire inspector, Sparky the Fire Dog, or an engine, please contact Fire Prevention during their regular business hours by calling (505) 955-3310 or e-mailing the Administrative Assistant at jadoolittle@santafenm.gov at least one week prior to event. Events and tours are scheduled based on first requested basis and availability of fire apparatus and staff.

How often should one change the batteries in their smoke detectors?

Change the batteries twice a year, when you 'spring forward' and when you 'fall back' for Daylight Saving Time are great times to do so.

Should home owners have a fire extinguisher in their homes?

Fire Prevention recommends you keep at least one fire extinguisher in the home, preferably one per level/floor. A fire extinguisher should be placed in your kitchen near cooking appliances in case of emergencies. 2A10BC is the recommended fire extinguisher for homes.

What is considered a Short-term Rental?

Short-term Rental (STR) means a dwelling unit located on residentially zoned property that is rented for less than thirty days.

Is a fire inspection required each year for any permitted Short-term Rental?

Yes.

How long is a Short-term Rental Permit and Fire Inspection valid for?

The permit and fire inspection is valid for one calendar year, from the date issued through December 31st of that year only. A new permit must be applied for in January of the new year and a new fire inspection must be scheduled annually.

What are the first steps in obtaining a Short-term Rental Permit?

You must contact Maryanne Seiderer in the Land Use Department by calling (505) 955-6324 to apply for a permit, find out requirements and pay all the fees before scheduling an inspection with the Fire Department. The permitting fees include the fire inspection fees and vary based on Short-term Rental category as defined in the Short-term Rental Ordinance.

What are the items looked for in Short-term Rental Property Fire Department inspections?

For a generalized checklist of items looked for by the fire inspectors when conducting Short-term Rental inspections, please request it sent via e-mail to the Administrative Assistant at jadoolittle@santafenm.gov or by fax at (505) 955-3310. You can also visit the Fire Prevention Office during the business hours of 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. Monday through Friday and pick up a copy. This office is closed on holidays. You can also find the full ordinance online here <http://www.santafenm.gov/index.aspx?nid=1229>

What is the purpose of a Certificate of Fitness?

The City of Santa Fe Fire Department Fire Prevention Bureau Certificate of Fitness is for companies that work with Fire Sprinklers, Fire Alarm Systems, Chemical Fire Extinguishing Systems (such as Hood Systems) and Portable Fire Extinguishers in order to ensure that they are correctly licensed and insured to conduct business within the city of Santa Fe. The Certificate of Fitness is not the endorsing of the company and the City of Santa Fe Fire Department does not endorse any one company for any of the disciplines. It is the discretion of the business owner which approved Certificate of Fitness holder they choose to do business with.

Is there a charge for a Certificate of Fitness?

The Fire Department does not charge for a Certificate of Fitness, however a valid business license is required yearly and the fees associated with that must be paid at City Hall before applying for a Certificate of Fitness.

When does the Certificate of Fitness expire?

All Certificate of Fitness holders must reapply annually. The certificate expires December 31st of the calendar year that the Certificate of Fitness has been issued.

How does one apply for a Certificate of Fitness?

Current Certificate of Fitness holders will receive an application packet in the mail in late December or early January. If a new company desires to apply, they can contact Fire Prevention by phone at (505) 955-3310, by e-mailing the Administrative Assistant at jadoolittle@santafenm.gov or by fax at (505) 955-3320 and request that the packet be mailed to them. They can also come into the office during regular business hours and pick up the packet. Fire Prevention is located at 1751 Cerrillos Road and is open Monday through Friday from 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. The office is closed on holidays.

How can someone obtain a list of companies who possess a current Certificate of Fitness?

A list can be obtained by contacting Fire Prevention by phone at (505) 955-3310, by e-mailing the Administrative Assistant at jadoolittle@santafenm.gov or by fax at (505) 955-3320 and request that the list be e-mailed, mailed or faxed. They can also come into the office during regular business hours and pick up the packet. Fire Prevention is located at 1751 Cerrillos Road and is open Monday through Friday from 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. The office is closed on holidays. The list can be the full list or it can be for a specific discipline, such as companies approved to service fire extinguishers.