



Hangar Guidelines
Inspection Procedures
Special Event Guide
Approved: April 23, 2021

Andrew Hume, C.M.
Airport Administrator/City Manager's Office
Direct: 575-541-2473
Main: 575-541-2471
ahume@las-cruces.org

CITY OF LAS CRUCES, NEW MEXICO

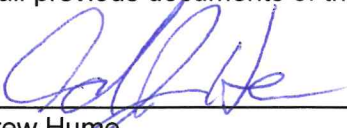
**HANGAR GUIDELINES, INSPECTION PROCEDURES
AND SPECIAL EVENT GUIDE
AT
LAS CRUCES INTERNATIONAL AIRPORT**

Table of Contents

Signature and Record of Revisions	3
Section 1 Definitions.....	4
Section 2 Introduction.....	6
Section 3 Hangar Usage	7
Section 4 Hangar Inspection Procedures	9
Section 5 Fire Safety and Environmental.....	9
Section 6 Special Events and Activities	12
Section 7 Building and Hangar Design	13
Section 8 Outdoor Storage	15
Appendix 1 FAA’s Responses to Frequently Asked Questions.....	18
Appendix 2 Hangar Inspection Checklist	23
Appendix 3 Fire Marshal Inspection Checklist.....	24

Promulgation Statement

This page officially declares this document to be the Hangar Guidelines, Inspection Procedures and Special Event Guide for Las Cruces International Airport this 23rd day of April, 2021, superseding any and all previous documents of this kind previously approved.



Andrew Hume
Airport Administrator

4/23/2021
Date

Record of Revisions

Revision Number	Revision Date	Effective Date	Affected Pages	Summary
1	11/6/2020	11/6/2020	19-20	Revised Appendix 2 – Hangar Inspection Form
2	3/24/2021	3/24/2021	14-15	Added Section-7, Exhibit B Hangar Design Minimum Standards
3	3/24/2021	3/24/2021	16	Added Section 8 Outdoor Storage Guidelines
4	4/23/2021	4/23/2021	23	Added Appendix 3 Fire Marshall Inspection

SECTION 1 DEFINITIONS

For purposes of this Document, the following definitions shall apply:

1. Aeronautical Services/Activities: means any activity or service conducted at the Airport that involves, makes possible or is required for the operation of aircraft, or that contributes to or is required for the safety of such operations.
2. Agreement: means the written agreement between the City and a tenant specifying the terms and conditions under which the tenant may conduct aviation activities. Such Agreement shall recite the terms, conditions and duration under which the activity shall be conducted at the Airport, including but not limited to: rents, fees, and charges to be paid; and the rights and obligations of the respective parties.
3. Aircraft or aircraft: means a device which is used or intended to be used for flight in air. Examples of aircraft include, but are not limited to: airplane, sailplane, glider, rotorcraft (helicopter, gyrocopter, or auto gyro), unmanned aerial vehicles, balloon, and blimp.
4. Aircraft Fuel: means all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine in an aircraft.
5. Aircraft Fueling Vehicle: means any vehicle used for the transportation, delivery, and dispensing of Aircraft Fuel.
6. Aircraft Movement Area: means the runways, taxiways, and other areas of the airport utilized for taxiing, hover taxiing, air taxiing, and takeoff or landing of aircraft, exclusive of loading ramps, maintenance ramps and parking areas.
7. Airport: means the Las Cruces International Airport and all of the area, buildings, facilities, and improvements within the exterior boundaries of such airport as it now exists, or as it may hereafter be extended or enlarged.
8. Airport Certification Manual: means those local rules and standards required by United States Code of Federal Regulations, Title 14, Part 139.201 established by the Airport Manager and approved by the FAA, to directly supplement the requirements of Title 14, Part 139.
9. Airport Manager: means the individual employed and authorized by the City to be the chief administrative officer of the Airport, or the person authorized by the Airport Manager to act for or on behalf of the Airport Manager, with respect to any particular matter.
10. Advisory Circular (AC): refers to a type of publication offered by the Federal Aviation Administration (FAA) to provide guidance for compliance with airworthiness regulations, pilot certification, operational standards, training standards, and any other rules within the 14 CFR Aeronautics and Space Title
11. CID: refers to the Construction Industries Division of the State of New Mexico.
12. City: means the City of Las Cruces, New Mexico, owner, operator, and sponsor of the Airport, acting by or through the City and/or any duly authorized employee, agent or instrumentality of the City of Las Cruces, New Mexico.
13. Code of Federal Regulations (CFR): means the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the federal government of the United States.
14. Commercial Aeronautical Activity: means an Aeronautical Activity for commercial purposes. A Commercial Aeronautical Activity also includes any third party or contract employee engaged in the performance of an Aeronautical Activity for compensation or hire at the Airport who is not an employee of a Fixed Base Operator or

a Specialized Aviation Service Operator. For purposes of this definition, "commercial purposes" is the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt.

The following services/activities commonly conducted on airports are Aeronautical Activities within this definition: charter operations, air cargo operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising, air ambulance services, surveying, air-carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities that, because of their direct relationship to the operation of an aircraft, can appropriately be regarded as an "Commercial Aeronautical Activity."

15. Derelict: any aircraft that is not in a flyable condition, does not have a current certificate of air worthiness issued by the Federal Aviation Administration, and is not in the process of actively being repaired, or has been abandoned by its registered owner.
16. Disabled: Any aircraft that is unable to move under its own power or through the normal use of an appropriate tow tractor and tow bar.
17. FAA: Federal Aviation Administration of the United States, the national authority with powers to regulate all aspects of civil aviation.
18. FAR: means that portion of the United States Code commonly known as the Federal Aviation Regulations.
19. Fuel Storage Area: means any portion of the Airport designed temporarily or permanently by the City as an area in which aviation or motor vehicle fuel or any other type of fuel or fuel additive may be stored.
20. Fueling or Fuel Handling: means the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from fuel storage tanks, aircraft, vehicles, or equipment.
21. Ground Service Equipment: means any ground-based equipment utilized in the servicing of aircraft.
22. Lease: means the written, contractual Agreement between the City or landlord and a tenant which is enforceable by law, wherein said Agreement grants a concession or otherwise authorizes the conduct of certain activities.
23. Rules and Regulations: means the policies, procedures, and regulations which are established and amended from time to time by the City, to govern the safe, orderly, and efficient use of the Airport.
24. Shall: the word "shall" is always mandatory and not merely directory.
25. State: means the State of New Mexico.
26. Sublease: means a written agreement, approved by the City, stating the terms and conditions under which a third-party leases space from a lessee for the purpose of providing aeronautical services at the Airport.
27. Trailer: means, but is not limited to, a large transport vehicle designed to be hauled by a truck or tractor; or a furnished vehicle which may or may not be drawn by a truck or automobile and used when parked for storage or used as a dwelling, office, or shop.

SECTION 2 INTRODUCTION

2.1 Purpose and Scope

- A. The purpose of these Hangar Usage Policies and Inspection Procedures (hereafter, "Policies and Procedures"), is to protect the public health, safety, interest, and general welfare of the Las Cruces International Airport (hereafter, the "Airport").
- B. These Policies and Procedures are intended to restrict or prevent any activity or action that would interfere with the safe, orderly, and efficient use of the Airport by its operators, tenants, passengers, and users.

These Policies and Procedures are subordinate to applicable Federal, State, and local rules and regulations and shall in no way supersede or abrogate regulations set forth in the Federal Aviation Administration's 14 Code of Federal Regulations (CFR) Part 139, Certification of Airports, and FAA Order 5190-6B, Airport Compliance Manual, or Final Ruling FR Doc. 2016-14133.

- C. These Policies and Procedures may be supplemented, amended, or modified from time to time and in such manner by the City and to such extent as the City determines to be appropriate. The City may also issue policies and procedures, special rules, regulations, notices, memorandum, or directives when necessary.

2.2 Applicability

These Policies and Procedures apply to all users and tenants of the Airport. Any entry upon or use of the Airport with or without expressed permission is conditioned upon compliance with these Policies and Procedures. Entry upon the Airport by any person shall be deemed to constitute an agreement by such person to comply with these Policies and Procedures.

2.3 Authority

These Policies and Procedures are approved under the authority of the City. The City specifically grants the Airport Manager the authority to operate, manage, maintain, and secure the Airport and to take such actions as may be necessary to enforce these Policies and Procedures as specified by the City of Las Cruces Municipal Code, and to take such actions as necessary for the emergency use of the Airport.

2.4 Compliance

All person(s) shall conduct any aviation activity, upon, within or from the Airport in conformity with these Policies and Procedures and all applicable Federal, State, and local laws, and regulations.

2.5 Variance or Waiver

The Airport Manager may grant relief from the literal requirements of these Policies and Procedures when strict enforcement would result in practical difficulty or unnecessary hardship.

Any such relief may be subject to reasonable conditions necessary to maintain safety of flight operations, fulfill the intent of the Policies and Procedures, and to protect the public interest.

2.6 Required Reports and documentation.

All persons on the Airport shall provide proof of compliance with the provisions of these Policies and Procedures upon request by the Airport Manager or designee. Such proofs include, but are not limited to:

- A. Insurance as required by the City per LCMC Chapter 7.5 – Aviation.
- B. FAA certificate of aircraft registration, or other reasonable documentation of aircraft ownership.

SECTION 3 HANGAR USAGE

3.1 Standards for Aeronautical Use of Hangars

- A. Aeronautical facilities must be used or be available for use for aeronautical activities.
- B. The City may permit non-aeronautical items to be stored in hangars provided:
 - a. the hangar is used primarily for aeronautical purposes,
 - b. the items are incidental and do not interfere with the aeronautical use of the hangar.
- C. Hangars may not be used as a residence, with a limited exception for the City to provide on-airport residence for a full-time airport manager, watchman, or airport operations staff for remotely located airports.
- D. Areas within a hangar may be used as a pilot rest facility, aircrew quarters, or other associated crew members, e.g. mechanics.

3.2 Aeronautical Uses for hangars

Aeronautical facilities must be used or be available for use for:

- A. Storage of active aircraft, helicopters, or ultralight vehicles.
- B. Final assembly of aircraft under construction.
- C. Non-commercial construction of amateur-built or kit-built aircraft.
- D. Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.
- E. Storage of aircraft handling equipment, e.g. tow bars, glider tow equipment, workbenches, equipment, tools and materials used in servicing, maintenance, repair or outfitting of aircraft.

3.3 Prohibition of Non-Aeronautical items in or Around Hangars

- A. Items that impede the movement of the aircraft in and out of the hangar or impede access to aircraft or other aeronautical contents out of the hangar.
- B. Items that displace the aeronautical contents out of the hangar. A vehicle parked at the hangar while the vehicle owner is using the aircraft will not be considered to displace the aircraft.
- C. Items that impede access to aircraft or other aeronautical contents of the hangar.
- D. Items that are used for the conduct of a non-aeronautical business, including storage of inventory.
- E. Items that are used for the conduct of a non-aeronautical municipal agency function from the hangar, including storage of inventory.
- F. Items that are stored in violation of airport rules and regulations, lease provisions, building codes, or local ordinances.

3.4 Commercial Activity in Hangars

- A. No person, organization, partnership, corporation firm, entity, or like organization shall occupy or rent space, nor conduct any business, commercial activity or enterprise, or other form of revenue producing activity in a hangar on the Airport without first obtaining a written agreement and authorization from the Airport Manager, unless specifically acknowledged and waived in writing by the Airport Manager.
- B. Commercial aeronautical activities are governed by the Airport Minimum Standards.

3.5 Storage of Non-Aeronautical Equipment or Property

Approval of storage of equipment or property not used for aviation or other un-approved operations or activity outside of hangars, but on Airport property shall be specifically provided for by written lease or other contractual agreement through the Airport Manager or designee.

3.6 Certified Flight Instructor and Student Pilot Responsibilities

- A. Flight Instructors, (CFI's) shall fully acquaint their students with these Hangar Usage Policies and Procedures and shall be responsible for the conduct of the students under their direction during dual instruction.
- B. When a student is operating an aircraft independent of an instructor, it shall be the student's sole responsibility to observe and abide by these Hangar Usage Policies and Procedures.

3.7 Refueling, Starting or Running of Aircraft

- A. Aircraft shall not be fueled, or defueled, or operated inside any hangar.
- B. No person shall start or run an aircraft engine unless a qualified, certified pilot or mechanic is attending the aircraft controls and only in the locations designated for such purposes by the Airport Manager.
- C. No aircraft engine shall be started without appropriate fire extinguisher equipment readily available.
- D. Aircraft engines shall not be operated inside a hangar or in such position that person, structures or property may be endangered by the path of the aircraft propeller slip-stream, jet blast or rotor-wash.

3.8 Taxiing into or out of Hangars

- A. Aircraft engines shall not be operated in any hangar.
- B. No aircraft shall be taxied into or out of a hangar under its own power.

3.9 Modifications to Hangars

A building permit from the appropriate regulating agency is required for certain modifications to structures built within a privately-owned hangar, or a City-owned (or other government entity) hangar or facility, including, but not necessarily limited to:

- Partial or full mezzanines or lofts,
- Offices,
- Break rooms,
- The installation of insulation materials on any hangar structure surface;
- Electrical modifications,
- Plumbing installation or modification,
- Exterior signage

For guidance on building permit requirements, consult the appropriate regulating agency.

3.10 Application of Coatings inside Hangars

- A. The FAA regulations do allow for minor painting and touchup activities associated with aircraft repairs.
- B. All painting at LRU must comply with federal, State, and local environmental regulations.

SECTION 4 HANGAR INSPECTION PROCEDURES

The City conducts a program to monitor use of hangars and take measures to prevent unapproved, non-aeronautical use of hangars.

4.1 Annual Hangar Inspections

Hangar inspections will be performed annually by Las Cruces Fire Department Fire Marshal's office and the Airport Manager or their respective designees. Airport Maintenance staff will not perform hangar inspections.

Annual inspections will ensure that:

- A. Items that are being stored in the hangar meet City fire codes and do not compromise public safety and;
- B. Hangars are being used for aeronautical purposes, in accordance with FAA regulations and the City Municipal Code.

4.2 Annual Hangar Inspection Process:

- A. The City will contact each tenant to make an appointment at least one week prior to the inspection.
- B. The City will inspect hangars at reasonable times during the day.
- C. The City will make three (3) attempts by phone and/or email to contact each tenant to schedule an inspection.
- D. If the tenant is unresponsive by phone or email, the City will mail a certified letter to the tenant to ask for an appointment.
- E. The City may, at its option, restrict access to the tenant's hangar until the inspection is completed.
- F. The City will make every reasonable attempt to work with all tenants to schedule inspections in a timely manner.
- G. If the tenant is not available at the time the inspection is scheduled, a tenant may:
 - 1. Provide a key or the combination to your hangar lock to the City so that the inspection may be conducted even the tenant will not be present,
 - 2. Arrange to have another person, preferably another airport tenant, provide access to the hangar at the time of the inspection.

SECTION 5 FIRE SAFETY AND ENVIRONMENTAL

5.1 Applicability and Compliance

All persons, companies, and agencies engaged in any activity at the Airport shall comply with all applicable Federal, State, and local fire regulations.

Tenants shall keep on hand and make available to the Airport Manager a Material Safety Data Sheet (MSDS) for all hazardous materials stored.

5.2 Storage of Flammable Solids and Liquids

The use and storage of all flammable materials (solid and liquids) shall comply with federal, State, and local rules and regulations and the Hangar Usage Policies and Procedures included herein.

- A. Combustible Materials for Aeronautical Use
 - 1. Combustible materials such as plastics, rubber, paper, cardboard, fabric, and wood may be

stored in the hangar provided they are separated from all flammable liquids by a minimum of eight (8) feet.

2. Combustible materials may be stored on an approved shelf up to twelve (12) feet in height when measured from the floor to the top of the materials being stored.
3. Oily rags and similar debris must be stored in approved covered containers. These containers are to be properly emptied on a regular basis.

B. Hazardous Materials for Aeronautical Use

1. Hazardous materials may only be stored if you can demonstrate the aviation need for their storage inside the hangar.
2. Flammable and combustible liquids may not be stored over six (6) feet above the floor.
3. All cabinets and shelving used for storage of flammable or combustible liquids must meet the design requirements of the International Fire Code (IFC) Sections 3404.3.2.1/3404.3.3.5.
4. Aviation fuel, not contained within the aircraft, must be stored in NFPA-approved storage containers.
5. All other hazardous liquids must be stored in the manufacturer's original labeled container.
6. The quantities of flammable and combustible liquids, other than fuel stored within an aircraft, vehicle, or tug device may not exceed a total of 110 gallons.
7. Stored liquids of 10 gallons or greater must be contained in NFPA-approved cabinets. For example, 11 gallons of gasoline (a Class 1 Flammable Liquid) must be stored in a NFPA-approved cabinet.
8. Should you need to store flammable and combustible liquids greater than 110 gallons, contact the City's Fire Marshal's office for further guidance.

Examples of UL-Listed and NFPA-compliant storage cabinets and containers for flammable liquids;



9. **Class 1 Flammable liquids:** Examples of Class 1 liquids include, but are not limited to:
 - Gasoline
 - Ethanol (1A)
 - 100 Low Lead Avgas (1B)
 - Turpentine (1C)
 - Acetone (1A)
 - Methyl Alcohol (1C)
 - MEK-1A
 - Xylene (1C)

10. **Class 2 Combustible liquids:** Examples of Class 2 liquids include, but are not limited to:

- Jet-A aviation fuel
- Acetic acid

11. **Class 3 Combustible liquids:** Examples of Class 3 liquids include, but are not limited to:

- Diesel fuel
- Hydraulic fluid
- Engine oil (aircraft)
- Lubricating and turbine oils
- Mineral spirits
- Torque seal

12. **Flammable Gases:** Storage of flammable or oxidizing gases shall comply with CLC Fire Code.

C. Non-Combustible Materials may be stored on an approved shelf up to fifteen (15) feet in height when measured from the floor to the top of the materials being stored.

D. Other Approved Storage Inside a Hangar

1. Tools and materials associated with routine maintenance of your registered aircraft and an aircraft tug/device.
2. Golf carts, motor and/or recreational vehicles may be stored if the storage of these items is secondary to the storage of aviation-related items.

5.3 Fire Extinguisher and Equipment

- A. The tenant of any hangar or building on the Airport shall be responsible for the furnishing and maintenance of adequate first aid and fire equipment meeting the minimum requirements of applicable local, State or Federal regulations.
- B. All extinguishers and other such equipment shall be inspected annually as required by State and City.

5.4 Open Flames

- A. No person shall initiate or maintain any uncontrolled fire of any type.
- B. Every person observing any unattended or uncontrolled fire on Airport premises shall immediately report it directly to 911 and the Airport Manager, or designee. The Airport Manager may then contact Station 7 directly to confirm emergency needs.
- C. Propane and natural gas grills are only approved for use outside of hangars or other facilities.

5.5 Discharge of Combustible Liquids

No tenant, shipper, individual, or other entity shall permit or cause to be permitted the discharge of flammable or combustible liquids or any waste liquid containing crude petroleum or its products into or upon any street, highway, drainage canal or ditch, storm drain, flood control channel, waterway, or the ground on the Airport.

5.6 Heating Equipment

All heating equipment and fuel burning appliances installed on the Airport shall be listed by an appropriate testing agency for its intended use and shall comply with the requirements of the Uniform Mechanical Code and the applicable standards of the National Fire Protection Association.

5.7 Prohibited Wastewater Discharge

- A. No person shall cause the discharge of any polluted water into the storm sewers or into watercourses that traverse the Airport.
- B. Persons who allow contaminants to enter the storm water system, either intentionally or unintentionally shall be liable for the cleanup of such spill and any fines levied.
- C. No person shall increase the use of processed water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with pollutant specific limitations developed by the City.

5.8 Duty to Notify

- A. Primary responsibility for prevention and cleanup of spills rests with the tenant, aircraft operator, FBO, person(s) or other entity causing the spill.
- B. Persons involved with any hazardous material or chemical spill, regardless of the size or amount, shall immediately notify the Airport Manager. Notifications should include the type of material spilled, amount, time, location, if contained, and other pertinent information available.
- C. If any claim, demand, action or notice is made against the person regarding the person's failure or alleged failure to comply with any environmental laws, the person shall immediately notify the Airport Manager and within twenty-four (24) hours submit a written report to the Airport Manager, shall provide copies of any written claims, demands, actions or notices so made.

SECTION 6 SPECIAL EVENTS AND ACTIVITIES

Airport tenants are encouraged to promote aviation at the Airport and can use their hangars and other facilities for private parties, fly-ins, meetings, seminars, training sessions, and other special events. Such events provide positive exposure for our airport; however, they do have an operational impact on the airport and thus you are asked to follow these guidelines.

6.1 Call the Airport Manager, 575-541-2471, to obtain event permission at the airport.

Provide the following information in writing:

- A. Date of the event
- B. Time of the event
- C. Number of attendees
- D. Are you planning to use any of the ramp area outside your hangar?
- E. Will there be any special equipment, such as tents, stages, chairs?
- F. Will alcohol be served?
- G. How do you plan to handle parking/getting attendees from the gate to your hangar?
- H. Will there need to be marshaling of aircraft flying in?
- I. Will you be using any contractors to assist with the event (party rentals, musicians, event planners, port-a-potty rental, etc.) who will need to have access prior to the event starting?
- J. After all necessary information is provided, the Airport Manager will review and determine whether the event can be held in a manner that does not disrupt airport operations.
- K. If permission to hold the event is granted, you must comply with the following policies to below to ensure airport safety.

6.2 Event Policies

- A. **Safety Training:** Any contractors/event personnel coming to your hangar to set up must come to the airport office, 8990 Zia Boulevard, for Airport Safety Training.
- B. **Access Control:** Do not give anyone your gate code. We have had instances of confused event planners and other contractors driving on taxiways as they tried to find the right hangar. After receiving safety training, airport personnel will escort them to the hangar and show them the proper way to access it.

- C. **Guest Access Inside the Fence:** Do not give out your gate code. It is preferred that guests arriving by vehicle park in the parking lot and utilize some sort of shuttle that you have arranged to bring them to your hangar.

However, if you plan on having your guests' park inside the fence, you will need to have an attendant at the gate to ensure only authorized personnel are driving in. Security to assist with parking operations is recommended.

- D. **Access Route:** Airport staff will establish a route from the gate to your hangar. All contractors, guests and party personnel must follow this route. You may need to provide additional traffic cones and barricades to mark the route, as the airport's inventory of these items are limited.
- E. **Access to other Hangars:** No taxiways can be blocked and clear access to all hangars must be maintained. Be aware that there may be aircraft taxiing by, running up, and using the airfield, making a lot of noise. The airport cannot shut down operations during an airport special event/hangar party/training, etc.
- F. **Tents:** If you use a tent for your event, it cannot be staked down. Airport pavements are federally funded, and FAA does not allow them to be damaged by tent stakes. Alternate arrangements, such as water barrels, must be used to secure tents.
- G. **Event Clean Up:** The event must be cleaned up immediately. Any tents, stages, chairs, equipment, trash, etc., must be fully cleared no later than 8 hours after the event is over.
- H. **Control of FOD (Foreign Object Debris):** We ask that you designate personnel to continually police your event for trash to avoid having FOD blowing out onto the airfield.

This needs to be done prior to the event, during set-up, during the event, and after the event. You may not leave trash out in such a manner that it can be blown onto the airfield. Airfield maintenance personnel are not responsible for picking up event-generated debris.

FOD can cause severe property damage and even loss of life if ingested into an aircraft engine.
- I. **Smoking:** There is no smoking on City property.
- J. **Security:** For large events (over 100 people), private security is required, not only to control gate access but also to assist with parking and ensure orderliness.
- K. **The City will not provide security at the airport.** Be advised that you will be held fully responsible if there is any property damage to the airport or any aircraft as a result of your event. If you are serving alcohol at your event, you are required to hire private security.
- L. **Sale of Alcohol at your event:** The City has a permitting process for approving the sale of alcohol on City property. Please contact the Airport Manager at 575-541-2471 to discuss the process.
- M. The Airport Manager reserves the right to deny permission for any event if it is deemed to be necessary to ensure the safe operation of the airport.

SECTION 7 BUILDING AND HANGAR DESIGN

7.1 Design Standards.

- A. **Setbacks from Aircraft Operating Surfaces.** All buildings and structures must comply with FAA A/C 150/5300-13 Airport Design and Construction, the LRU Airport Layout Plan, as approved by FAA, and the Las Cruces Fire Department.
- B. **Landscaping.** All landscaping shall be designed in accordance with LRU Airport Landscaping Guidelines and to discourage the nesting and aggregation of birds and animals.

- C. **Exterior Lighting.** Obstruction lighting shall be installed when required to meet FAA safety standards. Exterior illumination, including that in illuminated signs, shall never be angled above the horizontal, nor extend into flight patterns or other aircraft operating surfaces, unless designed and approved specifically for the purpose of aiding aircraft navigation or safety.

Area lighting of buildings, vehicle parking areas and walkways shall be shielded so as not to shine above the horizontal, and shall not produce glare on adjacent streets, aircraft operating surfaces, or building sites.

- D. **Parking and Loading.** Parking and loading shall be designed as to minimize all vehicular access on to the airfield, including staff, visitors, and deliveries.
- E. **Utility Construction.** All utilities to be constructed at the Airport including water, wastewater, natural gas, telephone, electric, and video or audio cable, shall be constructed underground from the point of service to the parcel or improvement thereon.

7.2 Architectural Standards. Buildings & hangars fronting Zia Boulevard, Wingspan Drive, Gasoline Alley or Crawford Drive

- A. Improvements on parcels bordering the Las Cruces Innovation & Industrial Park, or fronting Crawford Boulevard, shall adhere to the current Overlay Zone.
- B. **Height of Buildings.** Buildings and hangars shall not exceed a height which penetrates the FAA FAR Part 77 surfaces. Lessee shall adhere to FAR Part 77 requirements for notice of construction, including submission of FAA Forms 7460-1 "Notice of Proposed Construction of Alteration" prior to beginning of construction.
- C. **Wind Resistance.** All buildings and hangars shall be designed to withstand winds in accordance with Applicable Las Cruces/New Mexico Construction Industries Division Building codes.

7.3 Hangars.

- A. Stand-alone hangars (single open bay) shall be sized in overall area, door width and height to safely move in and out the intended-use aircraft, helicopters and other FAA approved aerial vehicles.
- B. Multiple bay hangars (T-hangars etc.) shall be sized in overall area, door width and height to safely move in and out of the intended use aircraft, helicopters and other FAA approved aerial vehicles. Multiple bay hangars can be built with or without entry doors.
- C. All hangars shall be commercial grade metal buildings, that meet or exceed applicable Las Cruces/New Mexico Construction Industries Division building codes, and shall be painted, or permanently colored by manufacture. Natural metal is not acceptable as a finish.
- D. Hangars shall have a reinforced concrete foundation that is designed and placed in accordance with applicable Las Cruces/New Mexico Construction Industries Division building codes for the hangar's intended usage.
- E. All Hangars shall be provided with electrical service consisting of a minimum of quantity- 1 duplex receptacle (120VAC) on each fixed wall, and switchable LED (or equivalent) overhead lights providing 10-15 lumens per square foot.
- F. All hangars shall have fire extinguishers and other fire protection as required by the City Fire Code.

7.4 Aircraft Parking Areas and Aprons.

- A. All aircraft parking surfaces shall be paved. Such surfaces shall be of construction in accordance with applicable Las Cruces/New Mexico Construction Industries Division building codes.

- B. **Minimum Improvement Areas.** Each parcel upon which aircraft parking areas are to be established shall be developed so that those surfaces cover no less than 75% of the parcel, including that area upon which buildings are constructed.
- C. All hangars shall be connected to the Airport's paved aircraft movement surfaces by a paved surface, matching the grade of the aircraft movement surface, with a width applicable for the type of aircraft hangared, and of construction in accordance with applicable Las Cruces/New Mexico Construction Industries Division building codes.

7.5 Temporary Structures.

- A. No temporary building or structure other than construction offices and structures for related purposes during the construction period shall be installed or maintained on any Building Site without the prior written approval of the Airport Manager.
- B. All temporary structures used for construction purposes must receive approval by the Airport Manager with regard to location and appearance.
- C. All such buildings shall be removed promptly upon completion of construction and that portion of the Building Site from which same are removed, restored to its original condition or to such condition as is otherwise required by these standards.

SECTION 8 OUTDOOR STORAGE

8.1 Storage Unit.

The intent of the guidelines is to address how a shipping container or storage unit could be included as effective secondary storage on the airfield, yet not detract from the improvements being made.

One storage unit may be located on a leased parcel under the following conditions:

- A. The lessee desiring to locate the storage unit on their leased parcel must comply with all airport rules, regulations, and guidelines.
- B. The storage unit must be a secondary unit to a primary hangar.
- C. The storage unit must be located completely within the boundaries of the ground lease with the City.
- D. The storage unit must be used to store items that support the aeronautical uses of the hangar, as proscribed by the FAA.
- E. The storage unit is subject to regular inspections, per the hangar inspection procedures.
- F. The storage unit cannot impede aircraft, vehicle and emergency vehicle routes.
- G. The storage unit cannot impede access to any utility lines or easements located on the leased parcel.
- H. The storage unit must be safely blocked and leveled, well maintained, including free from rust or other decay, and be painted a color similar to the hangar or a neutral color.
- I. Regarding existing storage units, all conditions in section 8.0 will have to be met by the owners of all the storage units that are already on the airfield.

8.2 Trailers.

These guidelines are intended for any person or group utilizing the airport that would like to keep, place, park, use, or keep a trailer on airport property. This policy will extend to all airport users, tenants/lessees, official visitors, and other interested parties.

Fees will be applied unless otherwise indicated. Airport Manager can waive fees dependent on an entity's status as "nonprofit" operator/operations or at City Council's direction.

No trailer is authorized to be parked on airport property for the purpose of temporary, short-term or long-term storage, or living quarters unless otherwise noted in this section. For instances not covered in this section, the Airport Manager will have sole discretion on where a trailer may be parked.

- A. All trailers will meet the following requirements:
 - 1. Be well maintained, including but not limited to painted, free from rust or other decay, and able to be moved at any time.
 - 2. Used to store items for aeronautical activities, as proscribed by the FAA.
 - 3. Is subject to regular inspections, per the hangar inspection guidelines.
 - 4. Cannot impede aircraft, vehicle, and emergency vehicle routes.
 - 5. Cannot impede access to any utility lines or easements.
 - 6. Any person/group storing a trailer on the airport will defend, indemnify, and hold harmless the City of Las Cruces, its agents, employees, and assignees of any liability incurred by the owner or agency related to security, theft, and/or damage. If the City of Las Cruces determines it must move the trailer for any reason or enter the trailer due to safety or emergency reasons the person/group shall defend, indemnify, and hold harmless the City of Las Cruces, its agents, employees, and assignees.
- B. Aviation Events: The Airport Manager or designee may permit trailers to be parked on the airport landside when connected to an aviation event. They can be parked up to two-days prior and two-days after the event dates. This is for set up, logistics, and coordination of the event. Trailer owners are responsible for all their own utilities. No dumping of any kind is authorized on the airport. If not parked on leased property, owners will pay the established nightly rate. Prior arrangements will be made; applicant or representative must call in advance to reserve space and coordinate with airport management on trailer placement. Trailers can be used for overnight stay for participants in the aviation event only, with prior Airport approval.
- C. Emergency Support Operations: Support trailers used in direct support of emergency operations may be temporarily parked on airport property. At the Airport Manager's discretion, they can be parked on the airside at the airport. Their placement will be clear of all designated safety and movement areas. No fees will be assessed if the trailer is used in direct support of an emergency at the airport.
- D. Emergency Operation Support Trailer Storage: The Airport Manager may permit trailers which are primarily used to support emergency operations to be stored on airport property. Such permitted storage shall be subject to the following conditions:
 - 1. The trailer must be clearly marked as a support trailer. Markings should include owning agency name and purpose of trailer. The trailer will have lettering that is a minimum of six inches in height.
 - 2. The trailer must be configured and operated as support trailer. Only equipment and supplies related to emergency operation support may be stored in the trailer.
 - 3. The trailer may be parked on the airside only if the owning agency has a storage facility/hangar large enough to store the trailer inside their facility/hangar. No fees will be assessed when the trailer is stored in the tenant's owned or leased facility/hangar.
 - 4. Placement will not be allowed on the airside unless being used in direct support of an actual emergency or exercise. No fees will be assessed if the trailer is used in direct support of an emergency at the airport.

- E. Security/Management Office Trailer: A trailer used for project management or security for a construction project is allowed on airport property. With prior coordination with the Airport Manager, the trailer may be placed on the leased property or designated construction area. The trailer will be removed within one week of project completion. No fees will be assessed if the trailer is used in direct support of a construction project at the airport.
- F. Aircraft/Glider Trailer Storage, Short-term: When connected with an approved aviation event, these can be parked on the airside or landside at the airport. Prior coordination with the Airport Manager shall be required on placement of the glider trailers. They must be clear of all safety and movement areas.
- G. Aircraft/Glider Trailer Storage, Long-term: Long-term storage trailers containing operable aircraft may be permitted by the Airport Manager in approved areas. Only the aircraft, tools, and supplies essential to the aircraft may be stored in the trailer. Such a trailer will not contain living quarters and cannot be used as living quarters. Trailer owners will pay the appropriate monthly or yearly tie-down/storage fee.

If the trailer owner has a storage facility/hangar large enough to store the trailer inside their facility/hangar, no fees will be assessed when the trailer is stored in the tenant's owned or leased facility/hangar.

- H. Storage Trailers: Storage trailers used for storage of equipment or supplies are not permitted on airport property unless they are used short term in connection with a construction project, aviation event, or emergency operations. Such trailers cannot contain flammable or explosive materials without the express written permission of the Las Cruces Fire Prevention department. Location of these trailers must be approved by the Airport Manager.
- I. Airport Tenants: Airport tenants who have a business lease agreement or nonprofit organizations that have a lease agreement with the City of Las Cruces and are located on the airport, can store trailers on their leased property when the trailer(s) is/are utilized in close connection with their immediate business. The trailers should be maintained, presentable, and screened from view. They cannot store a trailer on their leased property that is not connected to their business unless it meets the other conditions within this policy and is approved in writing by the Airport Manager.
- J. Non-Compliance: Trailers that do not comply with this policy will be removed from airport property at the owner's expense within five working days of notice of non-compliance.

Appendix 1 FAA's Responses to Frequently Asked Questions Regarding Hangar Usage

Question 1. Why are hangars limited to certain kinds of use?

Airport sponsors that have accepted FAA grants or deeds of Federal surplus property are obligated to use dedicated aviation facilities for aeronautical use.

If hangars are not reserved for aeronautical use, Federal airport grant funds could inadvertently subsidize non-aeronautical users, and aeronautical users could be denied access to needed airport facilities. Conditions in AIP grant assurances, relevant to hangar use, include:

- Preserving rights and powers (Grant Assurance 5);
- Making the airport available for aviation use on certain terms (Grant Assurance 22);
- Not granting exclusive rights (Grant Assurance 23);
- Ensuring safe operations (Grant Assurance 19); and
- Complying with ALP (Airport Layout Plan) process & requirements (Grant Assurance 29).

Question 2. What is an airport sponsor's responsibility for hangar use?

To ensure appropriate use of hangars, an airport sponsor should:

- manage the use of hangars through an airport leasing program that requires a written lease agreement or permit;
- monitor the use of hangars on the airport and take steps to prevent unapproved non-aeronautical use;
- minimize the length of time to provide hangar space for those on a "waiting list"; and require non-aviation users pay a fair market rental for the use of the hangar and if needed, the hangar is returned to aviation use, under circumstances where temporary non-aeronautical use of a vacant hangar is permitted.

Question 3. What is the primary purpose of an aircraft hangar?

The primary purpose of an aircraft hangar is aircraft storage. If a hangar is serving its primary purpose - the storage of aircraft - then storage of non-aeronautical items in the hangar does not violate the airport sponsor's federal obligations.

Question 4. Why is the FAA issuing a separate policy statement on hangar use?

The FAA received a number of questions from airport sponsors and airport tenants about the possible uses of hangars and how rigidly the aeronautical use requirement should be applied. In developing the policy statement, the FAA focused on giving discretion to the local airport sponsor and allowing reasonable accommodation of activities that do not impact other aeronautical uses and do not create unjustly discriminatory conditions at the airport.

Question 5. To what airport facilities does the policy apply?

Policy applies to all aircraft storage areas or facilities on a federally obligated airport that are designated for aeronautical use on an FAA-approved Airport Layout Plan. The policy does not apply to property designated for non-aeronautical use on an approved Airport Layout Plan or otherwise approved for non-aeronautical use by the FAA.

Question 6. Does the policy apply to airports that have never received federal assistance in the form of AIP grants or Federal Surplus or Non-Surplus Property conveyances?

No, it does not. An airport operator-owner of a non-federally obligated airport may impose any restrictions the owner-operator deems necessary. However, certain federal requirements, such as exclusive rights and civil rights may be applicable.

Question 7. Does the policy apply to privately owned hangars on private property?

The policy does not apply to privately owned facilities located off the airport.

Question 8. What aeronautical uses of a hangar are permissible?

- Storage of active aircraft.
- Shelter for maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of non-operational aircraft.
- Construction of amateur-built or kit-built aircraft provided that activities are conducted safely.
- Storage of aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangars' primary use.
- Storage of materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses that do not affect the hangars' primary use; Storage of non-aeronautical items that do not interfere with the primary aeronautical purpose of the hangar (for example, televisions, furniture).
- A vehicle parked at the hangar while the aircraft usually stored in that hangar is flying, subject to local airport rules and regulations.

Question 9. What uses are not permissible under the policy?

- Use as a residence.
- Operation of a non-aeronautical business, e.g., limo service, car and motorcycle storage, storage of inventory, non-aeronautical business office.
- Activities which impede the movement of the aircraft in and out of the hangar or other aeronautical contents of the hangar.
- Activities which displace the aeronautical contents of the hangar or impede access to aircraft or other aeronautical contents of the hangar.
- Storage of household items that could be stored in commercial storage facilities.
- Long-term storage of derelict aircraft and parts.
- Storage of items or activities prohibited by local or state law.
- Fuel, and other dangerous and Hazmat materials.
- Storage of inventory or equipment supporting a municipal agency function unrelated to the aeronautical use.

Question 10. What discretion does the policy allow the airport sponsor?

The policy:

- Preserves the airport sponsor's discretion to manage or address issues, including:
 - adopting rules covering the different uses of hangars;
 - mitigating related safety concerns (e.g., emergency access, fire codes, insurance, and the impact of vehicular traffic);
 - airport planning;
 - preserving airport efficiency; and
 - managing funding aspects of airport management.
- Provides protection against claims of discrimination by imposing consistent rules for incidental storage in all similar facilities at the airport.
- Provides airport sponsors with the ability to permit certain non-aeronautical items to be stored in hangars provided the items do not interfere with the aeronautical use of the hangar.
- Allows an airport sponsor to request FAA approval of an interim use of a hangar for non-aeronautical purposes for a period of 3 to 5 years.
- Allows an airport sponsor to request FAA approval of a leasing plan for the lease of vacant hangars for non-aeronautical use on a month-to-month basis.

Question 11. What are the policy changes for homebuilders?

The FAA understands the substantial convenience to aircraft builders of locating the entire aircraft construction process at the same location, specifically in an airport hangar. The new policy offers protections that never existed in the FAA's prior policy.

First, the FAA recognizes amateur-built aircraft construction as an aeronautical activity to be accommodated at airports on reasonable terms, without unjust discrimination and without granting an exclusive right. Second, the new policy provides for the safe construction of amateur-built aircraft in hangars (See Question 8). As an airport asset management tool, an airport sponsor leasing a vacant hangar for amateur-built aircraft construction may incorporate progress benchmarks in the lease to ensure the construction project proceeds to completion in a reasonable time.

Question 12. Is it possible that some aspects of aircraft construction may not be permissible in all hangars?

Some hangars may not be designed to accommodate aircraft construction or all phases of aircraft construction.

Airport sponsors have an obligation to mitigate inherent hazards in the operation, and to prevent unsafe conditions or practices.

For example, a sponsor could prohibit painting or other use of volatile or highly flammable materials in a hangar.

Question 13. Does the policy apply to privately constructed hangars on federally obligated airports?

An airport sponsor's permission to lease aeronautical land on the airport for construction of a hangar accepts the sponsor's conditions that come with that land, in return for the special benefits of the location. The fact that the tenant uses the land through a ground lease with the airport sponsor and constructs the hangar using tenant funds does not affect the airport sponsor's agreement with the FAA. That agreement requires the airport land and facilities, including aircraft hangars, to be used for aeronautical purposes.

Question 14. May hangars be used for aviation museums or non-profit organizations activities encouraging aviation?

An airport sponsor, at its discretion, may provide access to airport property at less than fair market rent to aviation museums and other non-profit, aviation-related organizations (including aviation-focused community-based organizations). However, there is no reason for such activities to displace aircraft owners seeking hangar space for storage of operating aircraft, unless the non-profit or community activity itself involves use and storage of operating aircraft. Accordingly, aviation museums and non-profit organizations have the same access to vacant hangar space as other activities that do not actually require a hangar for aviation use.

Question 15. How does the use of a hangar affect the rent charged?

If a hangar is being used for an aeronautical use, the airport sponsor will generally charge the tenant the airport's standard rate for aeronautical leases, which should recover the airport's costs but which may be less than fair market rent. If the hangar is used for an interim non-aeronautical purpose, the sponsor must charge a fair market rent for the hangar. Please consult the Airport Compliance Handbook for the application of below-market rent for aviation museums and other aviation related non-profit organizations.

Question 16. If there is no unsatisfied aviation demand for hangars, can they be leased to generate revenue from non-aeronautical uses?

If a sponsor has empty aeronautical use hangars for which it has no current aeronautical demand, it may seek FAA approval to lease those hangars to non-aeronautical tenants in one of two ways.

Option 1 - When a sponsor wants to lease aeronautical hangars to a tenant for an extended time period (usually 3 to 5 years), it can request FAA approval for interim non-aeronautical use of a hangar until there is demand for an aeronautical purpose. The sponsor must charge a fair market commercial rental rate for any hangar rental or use for non-aeronautical purposes.

Option 2 - A sponsor may also request FAA approval of a leasing plan for the lease of vacant hangars for non-aeronautical use on a month-to-month basis.

Once the sponsor receives initial FAA approval, it may lease the open space for consecutive 30-day periods without further approval.

The sponsor must charge a fair market commercial rental rate for any hangar rental or use for non-aeronautical purposes.

However, aeronautical use must receive priority consideration and accommodation over non-aeronautical use, even if the rental rate would be higher for the non-aeronautical use.

ADDITIONAL FAA FAQs

Question 1. For the purpose of airport access and hangar use, how are UAS categorized?

UAS activities regulated or authorized by the FAA are categorized as "aircraft operations" under 49 USC §47102(a)(6). Further, the interpretation of 49 USC §47107(a)(1) and Grant Assurance 22 includes certain UAS activities as aeronautical. Therefore, airport access for UAS, either as an aircraft or as an aeronautical activity is linked to FAA's UAS regulatory actions which may include, but are not limited to; airworthiness, operational rules, flight training, airspace integration, etc. An UAS operation is an aeronautical activity/use for the purpose of airport access and use, if the UAS (as a complete UAS system) is regulated by FAA as one of the following:

- Operations under 14 CFR Part 107 or any future 14 CFR UAS operating regulation; or
- Certificate of Waiver or Authorization (COA) Section 333; or

- UAS operations with an Airworthiness Certificate issued under 14 CFR Part 21; and
- Under 49 USC 47107 (a), an activity necessitating the use of an airport's infrastructure , facilities, and services, protected airspace, or ATC services to conduct operations;
- UAS Department of Defense and Public Aircraft operations pursuant to 49 USC) 40102(a)(41) and 40125;

Question 2. In cases where an UAS operator seeks hangar access/use, how should the airport sponsor manage UAS vis-à-vis other conventional aircraft or aeronautical activities?

With the FAA Response to Question 10 as baseline, in all cases, the airport sponsor must reasonably accommodate the UAS activity without unjust discrimination and do so safely. Accommodating an UAS or UAS activity may necessitate:

- developing safety requirements;
- providing access to the airport runway and other movement areas (take-off and landing, taxiing);
- providing access to other airport infrastructure, airport protected airspace/surfaces, and airport services (including storage); and
- access to undeveloped airport property.

Making hangar space available to an UAS operator is consistent with the federal obligations and established policy. UAS operator may "compete" with other aeronautical users for hangar space. This competition is also common for traditional users, namely airplane and jet operators, in places where demand is higher than the space available.

Ultimately, it is the sponsor's decision on how it allocates hangar space. For example, a sponsor needs to consider many factors to decide whether to build a larger hangar for a jet corporate operator or smaller T-Hangars for single-engine aircraft.

In all cases, the FAA expects airport sponsors to exercise adequate discretion and reasonably apply lease terms, rules and regulations, rates, and consider relevant variables. Such considerations may include: available space in vacant hangars; hangar sharing and subleasing; available ramp space; and land accessibility for UAS set-up, preflight, or storage.


Related specifically to UAS operations and hangars, reasonable and non-unjustly discriminatory airport and hangar use will depend upon the type and characteristics of the UAS system in question.

For example, a reasonable accommodation for a small Part 107 UAS may include permitting smaller storage structures (possibly mobile) creating training areas (i.e., secluded ramp area, "drone cage"), ingress and egress routes, etc.

On the other hand, reasonably accommodating a larger Section 333 UAS with a 20-foot wingspan may include access to both standard hangars usually used by GA aircraft and the airport's taxiways.

Finally, it is important to consider that certain UAS operations may require addressing specific safety issues not previously considered for more traditional aeronautical activities. Any safety-based measures should be risk-based and coordinated with the FAA.

Appendix 2 Hangar Inspection Form

 <p>LAS CRUCES INTERNATIONAL AIRPORT</p>	Las Cruces International Airport Hangar Inspection Form REV 2-1			
	Inspector Name:			
	Inspection Date:			
TENANT/OCCUPANT INFORMATION				
Name(s):				
Mailing Address:		City, State, Zip		
Phone:	Emergency Phone:			
Email:				
Registered Aircraft in Hangar:				
HANGAR EXTERIOR/INTERIOR CONDITIONS			COMPLIANT	NON-COMPLIANT
Lack of visible physical damage that requires repair or replacement.				
Weeds are cut or otherwise mitigated and surrounding area is free of debris.				
Only approved storage facilities or alterations adjacent or attached to the hangar.				
Floors clean of oil, grease, and toxic chemicals; trash disposed into acceptable containers.				
No smoking in the hangar.				
PERMITTED USES AS DEFINED BY FAA, LCMC CHAPTER 7.5, AND LRU HANGAR GUIDELINES			COMPLIANT	NON-COMPLIANT
Storing active aircraft; sheltering aircraft for maintenance, repair, or refurbishment; constructing amateur-built or kit-built aircraft provided that activities are conducted safely.				
Storage of aircraft handling equipment, e.g. tow bars, glider tow equipment, workbenches, equipment, tools, and materials used in servicing, maintenance, repair, or outfitting of aircraft.				
Storing materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses.				
A reasonable amount of functional furniture only for use in the hangar such as a table and chairs.				
Operation of an authorized aeronautical business.				
Other items determined to be allowable, based on their function and the personal needs of the occupant.				
PROHIBITED USES AS DEFINED BY FAA, LCMC CHAPTER 7.5, AND LRU HANGAR GUIDELINES			COMPLIANT	NON-COMPLIANT
Indefinite storage of non-operational aircraft and parts; storage of household items or inventory or equipment supporting a non-aeronautical business; storage of items prohibited by local or state law.				
Use as a residence.				
Operation of a non-aeronautical business.				
Activities and/or items that impede the movement of the aircraft or other aeronautical contents.				
Unauthorized painting operations.				
COMMENTS: _____				
Re-inspection required?	Yes	No	Signature	
THIS IS AN OFFICIAL NOTICE TO CORRECT THE ABOVE VIOLATIONS WITHIN _____ DAYS, AT WHICH TIME A RE-INSPECTION WILL BE PERFORMED. FAILURE TO COMPLY MAY RESULT IN FURTHER ACTION AS DETERMINED IN LCMC CHAPTER 7.5.				
Re-inspection Date:	Inspector (print)		Signature	
Re-inspection results	Pass	Fail	Signature	

Appendix 3 Fire Marshal Inspection Checklist

Las Cruces Fire Department

Business Inspection Form

Prevention Services (575) 528-4150

File ID #: _____ Business License: Yes _____ No _____ Date: _____

Business Name: _____ Owner/Manager: _____

Street Address: _____ Zip Code: _____ Phone: _____

LCFD Company: _____ Fire Dist: _____ EM Name/ # Contact: _____

COMPLIANCE WITH THE 2015 INTERNATIONAL FIRE CODE				
	Y	N	NA	RI P/F
1. Combustible waste and materials storage acceptable (304,315)				
2. Appliances, heating devices and other ignition sources acceptable (305, 315)				
3. Address posted, visible and on curb (505)				
4. Fire lanes, hydrants, FDC accessible and unobstructed (502, 912)				
5. Electrical systems/components safe (605)				
6. Sprinkler, and alarm system serviced / tagged (903, 905, 907)				
7. Fire extinguishers tagged, mounted, appropriate size and number (906)				
8. Exits unobstructed and open (1003, 1010)				
9. Exit and emergency lights operable (1008)				
10. Storage of hazardous materials appropriate and MSDS available (5003, 5004)				
11. Remainder of building and / or areas not previously addressed acceptable				
12. Range hood, appliances, vents, roof clean and free of grease (609,3.3)				
13. Hood suppression system serviced/tagged (904.12.6.2)				
14. All grease producing appliances under hood				
15. Fire extinguisher within 30 feet of cooking appliances / Class K if hood system present (904.13.2)				

Remarks: _____

Re-inspection required: YES _____ NO _____

BRA#: _____

Occupant (Print): _____

Inspector (Print): _____

Signature: _____

Signature: _____

THIS IS AN OFFICIAL NOTIFICATION TO CORRECT THE ABOVE VIOLATIONS WITHIN _____ DAYS, AT WHICH TIME A RE-INSPECTION WILL BE PERFORMED. FAILURE TO COMPLY MAY RESULT IN THE ISSUANCE OF A CITATION AS PER LCMC SEC. 11-34.

Re-inspection: Passed _____ Failed _____

Re-inspection Date: _____

Occupant (Print): _____

Inspector (Print): _____

Signature: _____

Signature: _____

Date referred to Prevention Services: _____

Reason: _____

Pre-plan: New Existing Replacing