



CLARK COUNTY DEPARTMENT OF BUILDING

Fire Prevention Bureau

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OTC-015

Effective Date: 03/05/2014

Revision Date:

TITLE: OVER THE COUNTER (OTC) PLAN REVIEW
Tents and other Membrane Structures (Temporary – 6 months or less)

SCOPE: Over-the-counter plan review of tents in excess of 400 square feet and canopies in excess of 700 square feet and less than 15,000 square feet (Range 1). Where multiple tents/canopies (same property/same event) are on a single permit, the maximum aggregate size permitted over-the-counter is 15,000 square feet (Range 1).

Tents and other membrane structures consist of fabric or pliable material roof, with or without fabric or pliable material side walls. Tents and other membrane structures are permitted to be supported on a rigid frame, by air pressure, by cabling, or by other approved means, which can not include being supported by the contents within the tent or membrane structure.

Exclusions: Tents intended to be less than 20 feet away from buildings per Section 3103.8.2 of the Fire Code, tents intended for cooking operations per Section 3104.15.5 of the Fire Code, and tents intended for display and demonstration of motor vehicles per Sections 3104.18 and 3104.18.5 of the Fire Code, are not permitted to be submitted over-the-counter.

Any other associated uses, such as temporary generators, require a separate permit to be obtained.

The following is required for all submittals:

- Address, contact name and phone number for the location where the tent/canopy is to be erected.
- A copy of the insurance certificate. Certificate must be issued by a company authorized to conduct business in the State of Nevada, shall name the contractor insured, shall name "Clark County, its agents, employees and volunteers" as both certificate holder and additional insured, and shall show a minimum per occurrence amount of \$2,000,000.
- Plan showing the tent/canopy layout, with the closest property line, building and/or other tent/canopies shown. Plan to be scaled or provided with dimensions to clarify that a minimum of 20 feet clear space is provided from the tent/canopy to the nearest property line, building, and other tents/canopies.

Prepared By	Concurred By	Approved By
 Stephen J. D'Giovanni Fire Protection Engineer	 Girard Page Senior Deputy Fire Chief	 Ron Lynn Building Official
Reviewed By	Reviewed By	Reviewed By
 Kurt Gottschalk Deputy Fire Marshal	 Donna Starkes Deputy Fire Marshal	 Julia Staples Deputy Fire Marshal

- Indicate that open and exposed flames associated with heating, cooking or any other purpose are located a minimum of 20 feet from the tent/canopy
- Indicate the installation of signage to mark exits and to indicate "No Smoking"
- Indicate that fireworks will be separated from tents/canopies in accordance with NFPA 1123 requirements for clearance, with a minimum separation of 100 feet between the fireworks and the tent/canopy

- Provide evidence that the tops, sidewalls, and drops of the tent/canopy are composed of material meeting NFPA 701.
- Indicate that a minimum clearance of 3 feet is provided between any portion of the tent fabric and all interior contents
- Indicate that fire extinguishers are provided. A minimum 2A10BC extinguisher is required for each 3,000 square feet of tent/canopy area, distributed uniformly to provide a maximum travel distance of 75 feet to an extinguisher from any portion of the tent/canopy.
- Plan showing the locations and widths of exits when a tent with sidewalls is proposed. Exits are required to be distributed evenly around the perimeter of the tent in a manner that the interior travel distance is 100 feet or less from the most remote interior location to an exit. The minimum number and width of exits to comply with the Fire Code.

Occupant Load	Minimum Number of Exits	Minimum Width of Each Exit (ft)
10-199	2	6
200-499	3	6
500-999	4	8
1,000-1,999	5	10
2,000-2,999	6	10
Over 3,000 ^a	7	10

^a When the occupant load exceeds 3,000, the total width of exits to be sized for 80 people per exit foot

- Indicate that exit paths will be illuminated to a minimum of 1 foot-candle at the floor level at all times the tent/canopy is occupied