CLARK COUNTY FIRE DEPARTMENT - FIRE PREVENTION BUREAU
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Permit Submittal Guideline

OUTDOOR ASSEMBLY EVENT

This guide is provided to assist in permitting process for an outdoor assembly event. An outdoor assembly event permit is required per section 105.5.40 of the IFC and is needed when the planned attendance exceeds 1,000 persons. Examples include exterior concerts, rallies, corporate gatherings, charity races, circuses, carnivals or fairs. Please note additional permits may be required for supporting features used at the event such as tents, canopies, temporary event structures, pyrotechnics, flame effects, and LP-gas. Fire prevention and safety programs may be needed depending on the characteristics of the events.

APPLICABLE CODES:

The following codes and standard apply to this permit:

- *International Fire Code*, 2024 edition (IFC)
- *Clark County Fire Code Amendments*, 2024 edition (CCFC)

SUBMITTAL REQUIREMENTS:

The requirements in this guide are not intended to be all inclusive, nor do they entail a limit to the extent of the information, etc., which may be necessary to properly evaluate the submitted plans and documents. Reference IFC 3107 and provide all applicable information that pertains to your permit:

1. **PROJECT INFORMATION:** Include narrative of the event detailing the following information;
    - Name of the event
    - Move in/ move out dates
    - Name and address of property. If located on specific floor level or area include that information
    - Contact person name and contact phone number
    - Public Safety plan (see item#5)
    - Crowd managers(see item#6) include name and contact number
    - Weather monitoring person

2. **ASSEMBLY CALCULATION:**
    - Useable size of event in sq.ft.
    - Occupant Load. Include the total number of attendees for ticketed event
    - Provide total exiting provided in feet.
    - Calculate exit capacity
    - See Appendix A for clarification

3. **INSURANCE: Provide a copy of the certificate of insurance**
    - "Clark County, its agents, employees and volunteers" shall be named as additional insured and certificate holder.
    - General liability limits, including contractual liability, in the minimum amount of $1,000,000 shall be provided to conduct outdoor assembly greater than 1,000 ppl.
    - Greater liability insurance amounts may be required in certain cases as required by the Fire Code Official.
    - Refer to CCFC Section 105.1.7 for requirements.

4. **SITE PLAN:** for the event, designed to an indicated scale and saved to a .PDF file. Plans shall include the following information;
    - Identify the designated Fire Lane Access Road for event. Plans shall show access to site from adjacent streets. (fire access shall be paved and a minimum of 24 feet wide, located within 150 feet of all event locations)
    - Provide dimensions and labelled entry and exit points, include information on fencing and barricade locations, and aisle widths.
    - Identify the location(s) of fire hydrant(s) serving the activity lot. A hydrant shall be within 750 feet with un-obstructed access
    - Fire extinguisher locations complying with IFC section 906 (within 30ft distance of travel from cooking equipment)
    - Provide information on exit signage and if temporary lighting will be needed.
    - Locate all event set up locations that will impact egress such as;
        - Tents, membrane structures and canopies
        - platforms, stages, lighting towers, bleachers and seating areas.
        - designated smoking areas, designated cooking areas, trash locations, and clearance to combustibles.
        - Amusement rides
        - Booth and concession stand(s) locations
        - Generators and associated fuel locations

PLEASE NOTE: For temporary platforms, stages, or structures larger than 2,500 sq.ft. and constructed for less than 6 consecutive weeks a Special Event Structure Permit will be needed. Refer to that permit guide for permit information.

5. **PUBLIC SAFTEY PLAN**: When required by the *Fire Code Official*, a public safety plan shall be included in the submittal for permit. As required by section 403.11.2 of the *Clark County Fire Code*, the public safety plan shall include details of:
    - Emergency vehicle ingress and egress
    - Fire protection
    - Emergency egress escape routes
    - Emergency medical services
    - Public assembly areas
    - Traffic control for attendee and event vehicles (parking and relocating)
    - Vender and food concession distribution
    - Law enforcement requirements
    - Fire and EMS requirements
    - Weather monitoring

6. **CROWD MANAGERS**: As required by section 403.11.3.1 Exception (1) of the IFC. (1) Crowd Manager shall be provided for each 250 persons in attendance as determined by the submitted plans. Submittal package should include list of people assigned to this duty. The duties of each crowd manager shall include but are not limited to:
    - Inspection of an area of responsibility for any barriers to egress.
    - Inspection of an area of responsibility for fire hazards.
    - Inspection for compliance with permit conditions for elements within an area of responsibility those governing pyrotechnics and other special effects.
    - Directing and assisting attendees in an evacuation during an emergency.
    - Assisting with emergency response personnel where requested.
    - Other duties required by the *fire code official.*
    - Duties required by the public safety plan.

7. **WEATHER MONITORING:** A designated weather monitoring person responsible for initiation weather-related mitigation activities may be required by the *Fire Code Official.* Duties of the weather monitor shall include ordering suspension of the activity and evacuations of the venue and temporary structures according to the public safety plan. Submittals to include name and contact information for assigned person.

APPENDIX A: DEFINITIONS

CLEARANCE TO COMBUSTIBLES: Ensure clearance is provided to all combustibles and they are arranged on the lot in a manner to mitigate the impact of fire.

Combustible Item to the following locations:	**Clearance required in feet**
Fire lane access roads	10
Property lines	20
To buildings, building exits, building discharges or public ways	10
To fuel dispensers	50
Cooking Tents to any structure	20
Generators	10

COOKING OPERATIONS: Cooking that produces sparks or grease-laden vapors shall not be performed within 10 feet of a tent or membrane structure except when the following conditions are;

1. Cooking devices shall be isolated from the public
2. Cooking devices shall be maintained and used in accordance with manufacturer's instructions

SEPARATION OF COOKING TENTS: Tents with sidewalls or drops where cooking is performed shall be separated from other non-cooking tents by no less than 10ft
EXCEPTION: Small tents limited to 100sq.ft. that are accessory to the cooking operations of the cooking tent and are not occupied by the public need no separation.

GROUPS OF COOKING TENTS; Cooking tents shall be permitted to be placed side by side where the following conditions are met;

- Maximum square footage of tent is 700sq.ft.
- Each grouping of tents shall have a fire break clearance of 12 feet
- A fire access aisle separating rows of cooking tents has a minimum width of 16 feet.

COOKING EQUIPMENT USING COMBUSTIBLE OILS/SOLIDS: Cooking equipment using combustible oils or solids shall meet the following;

1. A non-combustible lid that is of sufficient size to cover the cooking area completely.
2. The equipment shall be placed on a non-combustible surface.
3. An approved portable fire extinguisher for protection from cooking grease fires shall be provided at least within 30 ft of the cooking appliance.

ELECTRICAL EQUIPMENT AND WIRING: Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with the applicable provisions of NFPA 70.

- Electrical equipment shall be listed and labelled for outdoor use

EXIT CAPACITY:

- **REQUIRED EXIT WIDTH=** (total occupant load) / (150 or 200 based on type of exiting) = length in ft
- **ACTUAL EXIT WIDTH=** (actual exit width in feet) x (150 or 200 based on type of exiting) = # of ppl

MULTIPLIERS FOR CALCULATING EXIT CAPACITY FOR OUTDOOR ASSEMBLY		
TYPE OF EXITING	**MULTIPLIER**	**INCHES OF CAPACITY**
Level Aisles (ramps no steeper than 1/10) and gates	200 persons per foot	based on .06 inch per person
Stairs	150 persons per foot	based on .08 inch per person

Please Note: Actual exiting must meet or exceed occupant load to approve the plans.

FIRE LANE ACCESS:

ELEMENT	DIMENSION
Fire department access lane widths	24 feet
Turning radius of access lanes	28 feet inside and 52 feet outside

GENERATORS: A separate permit is needed when the aggregate amount of flammable liquids (gasoline) exceeds 10 gallons or combustible liquids (diesel fuel) exceeds 60 gallons. Generators using LP-gas exceeding 30 gallons require a permit. See the fire permit guide for Flammable and Combustible Liquids (generators) for additional information. Ensure generators are located at least 3 ft from a power source and at least 20 ft from a building.

LIQUID PETROLUEM GAS(LP-gas): A separate permit is needed when the aggregate amount of LP-gas exceeds 30 gallons. See fire permit guide for LP-gas for additional information.

TEMPORARY TENTS OR MEMBRANE STRUCTURES: A separate permit is required for tents exceeding 400 sq ft or canopies (structure open on all sides) exceeding 700 sq.ft.. See fire permit guide for temporary tents or membrane structure for additional information. For temporary tents exceeding 15,000 sq ft the clearance to any other structure is 50 ft. A structural review is required for membrane structures exceeding 7,500sq.ft.