



CLARK COUNTY FIRE DEPARTMENT - FIRE PREVENTION BUREAU

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Permit Submittal Guideline

TEMPORARY TENTS AND MEMBRANE STRUCTURES

This guide is to assist in the permitting process for temporary tents and membrane structures erected for a period of not more than 180 days within a 12-month period on a single premises. A permit is required for tents that exceed 400sq.ft. and canopies (tents open on all sides) that exceed 700sq.ft. per CCFC 105.5.51. Tents and structures erected for more than 180 days shall be regulated as permanent buildings and may require a Building permit from the Clark County Building Department.

PERMIT THRESHOLD; A permit is required when the following sizes are exceeded.

- Temporary Tents and Membrane Structures that exceed 400 square feet.
- Tents open on all sides (canopies) that exceed 700 square feet.
- Temporary Event Structures (stages, platforms, bleachers grandstands) that exceed 2,500 square feet.
- Multiple tents can be submitted on one permit application. Fee is based on total square footage of all tents.

PERMIT TYPE:	SIZE
TENT PERMIT BY INSPECTOR (NO PLAN SUBMITTAL, SEE PBI)	TENT SIZE OF LESS THAN 7,500SQ.FT. WITH AN OCCUPANT LOAD OF LESS THAN 1,000 PERSONS
TENT PLAN SUBMITTAL	TENT SIZE OF GREATER THAN 7,500 SQ.FT. WITH AN OCCUPANT LOAD OF GREATER THAN 1,000 PERSONS
EVENT STRUCTURE (SEE SEPARATE FPG)	STAGE/PLATFORM/BLEACHER/GRANDSTAND THAT EXCEEDS 2,500 SQ.FT.

APPLICABLE CODES:

The following codes and standard apply to this permit.

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

Temporary tents and membrane structures shall be constructed in accordance with section 3103 of the IFC.

Please Note: Membrane structures that are attached or erected on buildings, balconies, decks, or other structures shall be regulated as permanent membrane structures per section 3102 of the IBC.

SUBMITTAL REQUIREMENTS:

The requirements listed 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 3103.5 and provide all applicable information that pertains to your

permit: convert all files to PDF and upload all documents as a plan. *See Appendix A for additional information*

- 1. PROJECT INFORMATION:** Provide a narrative of the event detailing the following information;
 - Name of the event
 - Move in/ move out dates
 - Name and address of property
 - Contact person name and contact phone number
 - Quantity; Provide total aggregate ft² for all tents. Include tent size(s) and # of tent(s) for permit

- 2. INSURANCE CERTIFICATE:** Provide Certificate of Insurance. Reference CCFC Section 105.1.7.1(see appendix)

- 3. FLAME CERTIFICATE:** Provide a copy of Fabric Flame Resistant Certificate. The fabric shall be either NFPA 701 or California State Fire Marshall compliant. (see sample in appendix)

- 4. SITE PLAN:** Provide overall site plan identifying the following locations:
 - The location of all the tent(s) on the property and distances to lot-lines, buildings, parked vehicles, and other tents
 - Fire hydrant(s) location (shall be within 300 ft of the tent)
 - Fire Lane Access Road (shall be paved and 24 ft wide access lane from street to tent) and shall meet CCFC 503.1.1 spacing requirements of 150ft to all portions of the tent

- 5. TENT FLOOR PLAN:** Provide a detailed and dimensioned tent floor plan
 - Clarify if tent is enclosed or canopy style
 - If tent is enclosed, label and dimension exit locations
 - Provide interior tent set-ups and seating arrangements
 - Show the locations and types of heating and electrical equipment
 - Show exit signs, no smoking signs, and fire extinguishers locations
 - Fire extinguishers rated at least 2A10BC shall be located so that no portion of the tent or membrane structure is more than 75 feet of travel distance away.

- 6. TENT EGRESS ANALYSIS:** If tent(s) restrict entrance and exiting access, provide information on the tent(s) means of egress and show it is in conformance with Table 3103.11. (see appendix)
 - Include tent size in ft²
 - Calculate the occupant load
 - Provide total exiting provided in feet
 - Calculate exit capacity and ensure exit capacity exceeds occupant load

- 7. STRUCTURAL STABILITY REPORT:** Tents and membrane structures that do not exceed one story, 7,500 ft² or an occupant load exceeding 1,000 persons are permitted to document structural stability by conforming to the manufacturer's installation instructions. If tent exceeds story, size, or occupant load, then a structural stability and anchorage analysis report will need to be submitted by a Nevada-licensed professional engineer per CCFC section 3103.8. and included with rest of submittal package.

APPENDIX A: DEFINITIONS/EXPLANATORY INFORMATION

ACCESS: Paved fire apparatus access roads, having a minimum width of 24 feet and an inside turning radius of 28 feet and outside radius of 52 feet, shall be provided such that all exterior wall are 150 feet of the road.

CANOPY: A tent that is open on all sides. Also as defined in the *International Building Code* as : A permanent structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration, and shall be structurally independent or supported by attachment to a building on one end and by not less than one stanchion on the outer end.



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.

CONNECTED CORRIDORS: Tents or membrane structures are allowed to be joined by connection corridors per Section 3103.7..5 of the Fire Code. Exit doors shall be provided on each end of the corridor and the openings shall be not less than 12 feet wide.

EGRESS DIAGRAMS: An egress diagram showing the available exits for enclosed structures is to be available for review by the Clark County Fire Department Inspector. The exits are to be remote from each other and provided according to Table 3103.11.2 of the IFC as follows:

OCCUPANT LOAD	NUMBER OF EXITS	TENTS MINIMUM WIDTH EACH -FLAPS	MEMBRANE STRUCTURES MINIMUM WIDTH EACH - DOORS
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72

EXIT DOORS: If exit doors are provided, they need to swing in the direction of exit travel.

EXIT SIGNS: Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

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)	150 persons per foot	based on .06 inch per person
Stairs	200 persons per foot	based on .08 inch per person

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

FABRIC FLAME RESISTANCE CERTIFICATES: The submittal shall include certification(s) of all tent or membrane materials for the roof and walls, fabric hangings and drapes and any other textile interior finishes. Membrane materials, fabrics, drapes and textile interior finishes are to be certified as meeting the requirements of *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, NFPA 701, 2023 edition*. [Test Method 2 of NFPA 701 is to be used for materials with densities greater than 21 oz / yd² (700 g / m²). California State Fire Marshal, Title 19 Flame-Retardant Fabric Certifications are acceptable in lieu of NFPA 701 testing].

FLAME CERTIFICATE SAMPLE: The submitting company shall have onsite during the site inspection a certification(s) of all tent or membrane materials for the roof and walls, fabric hangings and drapes and any other textile interior finishes. Membrane materials, fabrics, drapes, and textile interior finishes are to be certified as meeting the requirements of *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, NFPA 701, 2023 edition*. [Test Method 2 of NFPA 701 is to be used for materials with densities greater than 21 oz / yd² (700 g / m²)].

Certificate of Flame Resistance

REGISTERED FABRIC OR CONCERN NUMBER ISSUED BY Date treated or manufactured

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR _____ ADDRESS _____
CITY _____ STATE _____

Certification is hereby made that: (Check "a" or "b")

(a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.
Name of chemical used _____ Chem. Reg. No. _____
Method of application _____

(b) The articles described on the reverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.
Trade name of flame-resistant fabric or material used _____ Reg. No. _____

The Flame Retardant Process Used _____ Be Removed By Washing _____
(will or will not)

Name of Applicator or Production Superintendent

By _____
Name Title

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THIS REPRODUCIBLE ARTWORK IS FOR THE EXCLUSIVE USE OF STATE FIRE MARSHAL LICENSED CONCERNS AND INDIVIDUALS FOR THE PRODUCTION OF REQUIRED FORMS.

FIRE EXTINGUISHERS: Fire extinguishers rated at least 2A10BC shall be located so that there no portion of the tent or membrane structure is more than 75 feet of travel distance away. Fire extinguishers installed within the exhibit hall may be used to satisfy the requirement for tents erected within exhibit halls.

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 and combustible liquids exceeds 10 gallons. See fire permit guide for Flammable and Combustible Liquids (generators) for additional information. Ensure generators are located 3 feet from power source.

HEATING AND/OR COOLING: The plans shall indicate the type and location of equipment and associated ductwork.

HYDRANT WATER SUPPLY: Tents and membrane structures shall be located within 300 feet of a fire hydrant as measured along approved fire apparatus access roads. Hydrant locations shall be shown on the submitted plans.

INSURANCE CERTIFICATE: Submit a copy of the Certificate of Insurance for the specified structures under the permit application. "Clark County, its agents, employees and volunteers" shall be named as additional insured and certificate holder (CCFC 105.1.7.1). General liability limits, including contractual liability, in the minimum amount of \$2,000,000 shall be provided to erect and use the structure(s). Greater liability insurance amounts may be required in certain cases as required by the Fire Code Official.

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.

LOCATION: Tents and membrane structures shall not be located within 20 feet of lot lines, parked vehicles or internal combustion engines.

Tents and membrane structures exceeding 10,000 square feet shall be separated from buildings or other tents and membrane structures by at least 20 feet.

For the purpose of determining required distances, support and guy wires shall be considered as part of the temporary membrane structure or tent. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8ft.

Membrane structures in excess of 15,000 square feet shall be no less than 50 feet from any other tent or structure. See Section 3103.7.3 of the Clark County Fire Code.

For tents erected within exhibit halls: There shall be at least 10 feet of clear space maintained around all sides of the tent. Tents may not be erected within 10 feet of another tent unless they are both open sided canopies. Tents shall not obstruct any fire protection equipment such as fire alarm strobes, fire extinguishers, standpipe outlets and exit signs.

MEANS OF EGRESS: Plans shall show the means of egress complies with Section 3103.11 through 3103.11.8 of the Fire Code.

- Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure and shall be located such that all points are 100 feet or less from an exit.
- Tents or membrane structures shall have not less than (1) exit and not less than the # of exits required by Table 3103.11.2 of the IFC as noted below
- The total width of means of egress in inches shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

For SI: 1 inch = 25.4 mm.

- a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall be not less than the total occupant load multiplied by 0.2 inch per person.

MEANS OF EGRESS ILLUMINATION: Emergency lighting in accordance with Section 3103.11.7 of the Fire Code shall be provided for all tents or membrane structures that exceed 4,500 square feet. Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while structure is occupied and shall be supplied by a separate circuit of power.

EXIT SIGN ILLUMINATION: Illuminated exit signs shall be listed and labelled in accordance with UL 924 Electrically powered exits signs shall comply with Section 3103.11.6.1 of the Fire Code.

MEMBRANE-COVERED FRAME STRUCTURE: A non-pressurized building wherein the structure is composed of a rigid framework to support a tensioned membrane which provides a weather barrier.



AIR SUPPORTED MEMBRANE STRUCTURE: An air-inflated, air supported cable or frame structure as defined by the International Building Code and not otherwise defined as a tent.



NFPA 701: Standard Methods of Fire Tests for Flame-propagation of Textiles and Films

OCCUPANT LOAD FACTORS:

OCCUPANT LOAD FACTORS	
TYPE OF SPACE	FACTOR (ft ² PER PERSON)
Fixed Seating (not movable)	Actual number of seats
Exhibit Floors	15 net
Tables and Chairs (e.g. dining and classroom)	15 net
Chairs Only	7 net
Standing Space (e.g. SRO, pits)	5 net
Stages and Platforms	15 net
Back Stage	200 gross
Kitchens	200gross
Business Centers / Office	100 gross
Storage / Bone Yard	500 gross
Net area excludes building components. Gross area is all within the walls.	

OCCUPANT LOAD CALCULATION EXAMPLE:

- OCCUPANT LOAD: 20,000 ft² (useable sq.ft.): ÷ 7(occupant load factor) = 2,875 ppl

PBI: Permit By Inspector Permit type. If tent size qualifies than **Permit By Inspector** Permit Application can be submitted. There is **NO** plan review. All documents will be reviewed by the Fire Inspector at the time of inspection. Refer to PBI guideline for additional information.

SEATING ARRANGEMENTS AND INTERIOR LAYOUT: Seating arrangements within tents or membrane structures shall comply with Chapter 10 of the Fire Code. Provide interior layout of all tents or membrane structures. This is to include seating, bleachers, platforms, stages, displayed vehicles and any items that could pose a physical obstruction. Dimensions of aisles designated for egress and exit access travel distances shall be shown or measurable.

TEMPORARY SPECIAL EVENT STRUCTURES: Any ground supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated under the scope of the International Building Code.



STRUCTURAL STABILITY AND ANCHORAGE: As noted in Section 3103.8 of the Fire Code and amended by CCFC, tents and membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation prepared and sealed by a Nevada licensed structural engineer demonstrating compliance with sections 1606 through 1609 of the 2024 edition of the *International Building Code* shall be provided when any of the following are submitted for permit:

- A membrane structure exceeding one story.
- A membrane structure with and occupant load exceeding 1,000 persons.
- A membrane structure that exceeds 7,500 square feet.

TABLE AND CHAIR SPACING: The configuration of tables, chairs and booths are also regulated by the CCFC. This table summarizes the spacing rules:

Objects	Distance apart
Table edge to table edge.	6 feet
Aisles in front of booths	8 feet
Around high-top tables without chairs.	3 feet
Around high-top tables with chairs.	6 feet
Between up to 14 chairs set theater style.	1 foot
Between over 14 chairs set theater style	0.3 inch for every chair over 14 feet, but no more than 22-inches

TENT: A structure, enclosure or shelter, with or without side-walls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents it protects.



USE PERIOD: Period after final Clark County Fire Department approved inspection for occupancy within a 12-month period on a single premise. 180-calendar day maximum.