



CLARK COUNTY FIRE DEPARTMENT - FIRE PREVENTION BUREAU

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Permit Submittal Guideline

SPECIAL EVENT STRUCTURES

This guide is to assist in the permitting process for erecting special event structures outdoors. Permit thresholds are based on size. Structures that exceed 2,500 ft² require a permit per CCFC 105.5.51. Special event structures include stages, bleachers, grandstands, lighting arches and elements. Event structures must not be erected for a period of more than six consecutive weeks per 3105.3 of the IFC.

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

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 3105.4 and provide all applicable information that pertains to your permit: convert all files to PDF and upload all documents as a plan.

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, and event location
 - Contact person name and contact phone number
 - Designated responsible party,
2. **REQUIRED DOCUMENTATION:** Submit required documentation per section 3105.4 of the IFC:
 - A summary sheet showing the building code used, design criteria, loads and support reactions
 - Detailed construction and installation drawings
 - Design calculations
 - Operating limits of the structure explicitly outlined by the registered design professional including environmental conditions and physical forces.
 - Effects of additive elements such as video walls, support scenery, audio equipment, vertical and horizontal coverings
 - Means for adequate stability including specific requirements for guying and cross bracing, grounding anchors or ballast for ground conditions

3. PLAN SUBMITTAL:

- **SITE PLAN:** Submit a diagram of the special event structure's location on the property and adequate fire department access, water, and clearances from other structures and property lines have been provided. The diagram shall also show that guy wires, cross bracing, ground anchors locations do not interfere with egress or access. Include the following;
 - The location of all the event structure(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
- **EVENT STRUCTURE EGRESS ANALYSIS:** If structure(s) restrict entrance and exiting access then submit a diagram showing the means of egress provided complies with Chapter 10 of the IFC.
 - Include structure size in ft²
 - Calculate the occupant load, based occupant load factor
 - Provide total exiting provided in feet
 - Calculate exit capacity and ensure exit capacity exceeds occupant load
 - Label and dimension exit locations
 - Include 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

4. INDEPENDENT INSPECTOR:

- Provide Independent Inspector Name and contact information. Include verification that an Independent Inspector has been retained.
- The Independent Inspector's report is to verify that the special event structure was inspected, and it is installed in accordance with the approved construction documents. The Independent Inspector's report shall be available for the Clark County Fire Department Inspector at the time of the final inspection.