



CLARK COUNTY FIRE DEPARTMENT - FIRE PREVENTION BUREAU

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Permit By Inspector Guideline

INDOOR EXHIBITS AND TRADE SHOWS

This guide is used to assist in the permitting process for an indoor exhibit or trade shows as required by section 105.5.15 of the IFC. A permit is required for events with an occupant load of 300 persons or greater.

See Section 323 of the CCFC for regulations governing exhibit booths, decorative curtains and textiles, and demonstration cooking. A diagram of the event layout with fire safety features is also a permit requirement.

Please note: a single permit is allowed for separate rooms that are used for the same event/use, provided the rooms are located on the same floor level and are within 250 feet of each other as measured along egress routes. Inspections are set up (1) inspection per permit, where an exhibit or trade show includes multiple set-ups used over the course of the event a separate permit is required for each layout unless the set-up includes a reduction of the same style of tables or seating.

Permit fees are based on aggregate event room size. Reference CCFC Table 108.2.6(3) for information on fees and range information based on size. There are (2) permit options for indoor exhibits and tradeshow;

PERMIT TYPE:	PERMIT THRESHOLD:
PERMIT BY INSPECTOR (PBI) -NO PLAN SUBMITTAL	• Occupant load is less than 3,600 PPL • The event does not include pyrotechnics, flame effects, or open flames • The occupant load is within 75% of the exit capacity
PLAN SUBMITTAL (SEE SEPARATE FPG)	When event does not qualify for PBI

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)

Trade shows or exhibitions shall be conducted according to the permit limitations of section 323 of CCFC. Also see section 1030 of the IFC entitled Assembly.

INSPECTION REQUIREMENTS:

No items are required to be submitted for Permit by Inspector permit types. Plans must be available for inspector review at the time of inspection and designed to an architectural scale or with detailed dimensions. A printed copy or an electronic display (i.e., a tablet or I-Pad) shall be available to the inspector. A permit is only issued after a complete onsite fire inspection.

Plans for Inspector shall include the following information reference CCFC section 323.5;

1. **PLAN:** Overall floor plan (drawn to an indicated scale or properly dimensioned).
 - Seating arrangement and/or table and chair configurations.
 - Locations of all exhibit booths (booths, aisles and exits).
 - Locations of temporary walls, partitions, or curtains.
 - Lobby and registration areas.
 - Locations of temporary platforms, stages, bleachers, grandstands, lighting arches or other elements.
 - Exits locations identified and labelled on plans as EXIT with length in feet included.
 - Locations of fire protection equipment (e.g. extinguishers, fire alarm devices, hose cabinets, etc.). Please Note: if exhibit booth or temporary ceiling requires temporary fire sprinkler and fire alarm system/devices to be installed, a separate fire prevention permit will be needed.
2. **EXITING INFORMATION:** Egress analysis per IFC Chapter 10. Include Assembly Calculation for each room configuration and pre-function if being used.

Below is an example of a sample assembly calculation.

TRADE SHOW OR EXHIBITION INFORMATION	
Name and address of property.	<i>Mega Resort #1 88888 Las Vegas Blvd South</i>
Name of event, room name, floor level.	<i>National Association of Trade Shows Grand Ballroom No. 1 Second Floor Room Number 123</i>
Move-in and move-out dates.	<i>August X, 2025 to August Z, 2025</i>
Inspection date and time requested	<i>August Y, 2025</i>
Event contact for inspections.	<i>Fred Freep 702-999-9999 cell 702-888-8888 office</i>
Usable floor area (ft ²)	<i>20,000 ft²</i>
Calculated Occupant Load	<i>2,857 persons (ppl)</i>
Set up Information/Multiplier	<i>Theater (7)</i>
Set Load/Number of Tickets (if the event is ticketed)	<i>1,500 ppl</i>
Required exit width (ft)	<i>36 feet</i>
Actual exit width (ft)	<i>75 feet</i>
Exit Capacity(ppl)	<i>6,000 ppl</i>
75% of the Exit Capacity	<i>4,500ppl</i>

EXAMPLE ASSEMBLY CALCULATIONS:

- OCCUPANT LOAD: 20,000 ft² (useable sq.ft.): ÷ 7(occupant load factor) = 2,875 ppl
- REQUIRED EXIT WIDTH: 2,875 (total occupant load) / 80 (type of exiting) = 36ft
- ACTUAL EXIT WIDTH= 75 (actual exit width in feet) x 80 (type of exiting) = 6,000 ppl
- 75% EXIT CAPACITY= Exit Capacity X .75 = 4,500 ppl (4,500ppl > 2,857 ppl)