



# CLARK COUNTY FIRE DEPARTMENT - FIRE PREVENTION BUREAU

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## Permit Submittal Guideline

### SPECIAL ACTIVITY LOTS

This guide is provided to assist in permitting process for a special activity lot event such a Christmas tree lots, pumpkin patches, hayrides or similar activities. A permit is required per 105.5.64 of the CCFC. Please note additional permits may be needed if event includes other activities that support the event, such as tents, generators, an amusement building or other activities. If occupant load for the event exceeds 1,000 persons, see outdoor assembly permit guide.

#### 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 CCFC Section 324 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

**2. ASSEMBLY CALCULATION:**

- Useable size of event in sq.ft.
- Occupant load.
- If plan shows limits to entrance and exiting. Include exit/entrance locations on plans and provide clear opening width in feet.
- **Calculate exit capacity see table below and ensure exit capacity exceeds occupant load.**

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

#### 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

3. **SITE PLAN** for the event, designed to an indicated scale and saved to a .PDF file. Plans shall include the following information;

- **SITE ACCESS**
  - Identify the designated Fire Lane Access Road for event. 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, and 10ft from combustibles)
  - Include information on fencing and barricade locations, show dimensions and labelled entry and exit points, provide information on signage information and if temporary lighting will be needed.
  - If plan shows limits to entrance and exiting. Provide information on exiting. Include exit/entrance locations on plans and provide width in feet.
- **WATER SUPPLY/ FIRE PREVENTION FEATURES:**
  - Identify the location(s) of fire hydrant(s) serving the activity lot. A hydrant shall be within 750 ft.
  - Provide location for fire extinguisher(s), designated smoking areas, designated cooking areas, and clearance to combustibles.
- **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.

<b>Combustible Item to the following locations:</b>	<b>Clearance required in feet</b>
Fire lane access roads	10
Property lines	20
To buildings, building exits, building discharges or public ways	10
To fuel dispensers	50