



Clark County Department of Building & Fire Prevention

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TITLE: PLACES OF ASSEMBLY – Annual Renewable

SCOPE: Clark County Fire Prevention requirements for an annual renewable permit for a place of assembly have an occupant load of 300 persons or more.

DEFINITIONS:

Assembly: For the purpose of this guideline and permit, a gathering of 300 or more persons in a place of assembly.

Place of Assembly: Location of the assembly that includes, but is not limited to gathering for civil, social or religious functions, entertainment, i.e. cinemas, showrooms, lounges, restaurant seating (food or drink consumption), awaiting transportation etc.

ANNUAL RENEWABLE PERMIT PROCEDURE:

After issuance of your initial permit(s), your permit(s) will be valid for one year. Approximately 30-60 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.

If you do not receive this notice, it is your responsibility to submit the renewal application. Please refer to the website for additional information.

SUBMITTAL SPECIFICATION AND REQUIREMENTS

An application must be completed for each submittal. A minimum of two/three sets of plans shall be submitted with the permit application. Plans shall show compliance in accordance with Chapter 10 of the Clark County Fire Code, as adopted and amended. All submittals must be clear and legible.

Drawings to a measurable scale are preferred, i.e. 1/8 inch = 1 foot, 1/16 inch = 1 foot, 1 inch = 10 feet, or have sufficient dimensions. It is acceptable to hand draw additional notes on other available drawings so that dimensions and details are provided. All submittals must be legible and readable or the plan shall be rejected for cause.

Prepared By	Concurred By	Approved By
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Hand-drawn plans and/or plans to an appropriate scale are acceptable provided that dimensions of aisle widths, exit widths, room widths and lengths are clearly and legibly indicated in the locations where they occur. Note: Where a table occurs on at least one side of an aisle, the aisle width is measurable from the edge of the table, irrespective of chair locations(s).

Plans approved by the Clark County Building Department may be used provided they are current and no major changes have been made to the building structure or floor plan. Whether new or existing plans are used, the information in Appendix A must be included.

Hand delivered and U.S. Postal Mail are the standard methods of submittal. FAX submittals are **not** acceptable.

Changes in the configuration of internal elements (i.e., tables, chairs, decorations, etc.) are not considered revisions and are not subject to the requirement for submission and approval, provided that all configurations maintain minimum required aisle widths and exit capacity.

Compliance with code requirements will be based upon the code in place at the time of construction or the last major modification affecting the area in question. Issuance of a Places of Assembly Permit will not be contingent upon any location bringing itself into compliance with new code requirements not previously required.

1. The following information is required on all plans:

- a) Provide contact person, their telephone & fax numbers, name of property, address of property, name of specific rooms to be used. See the required information block given in Appendix A.
- b) For venues that are not in separate buildings, show the location of these rooms, adjoining rooms and hallways in relation to the building they occupy.
- c) Dimensions shall be drawn for the useable square footage to be occupied. The total square footage of the buildings and rooms shall be tabulated.
- d) Maximum occupant load permitted in the useable area shall be calculated and provided. (The seat count does not determine the occupant load unless all of the seating is permanently fixed.) See Appendix A for a sample calculation.
- e) Total exit capacity. See Appendix A for a sample calculation.
- f) Location of all fire extinguishers and fire hose cabinets shall be marked on plans.
- g) Tables, displays, decorations, displayed vehicles and the like shall not restrict the required exit capacity. Therefore, a typical arrangement of the tables and chairs shall be shown in the submitted plan or sketch. Tables and chairs may be rearranged; however, they shall not restrict exits.

2. No life safety features or components (e.g., EXIT signs, emergency lighting, fire extinguisher cabinets, hose cabinets, strobes, and horns) shall be obstructed by decorations or set up materials. Any proposed relocation of such devices shall be noted on plans. Any proposed relocation of fire alarm devices and fire suppression devices shall require submittal of permits to address the work, as required.

3. Fire extinguishers and fire hose cabinets shall not be obstructed. Fire extinguishers originally placed by the building owner as required and approved by the Fire Department at the time of original certificate of occupancy are acceptable.

4. The available exit capacity must be greater than or equal to the number of occupants (occupant load). See Appendix A for sample exit capacity calculation.

5. Exits and their capacity shall be in accordance with master egress plans approved by Clark County Development Services – Building Division if available.

6. Master egress plans approved by Clark County Development Services (Building Department) shall supersede all of the above and must be provided.

7. Separate permits are required for other operational permits contained within the assembly. Typical operations that require separate permits that are present in assembly spaces include:

- Candles and Open flames
- Flame effects
- Fireworks/pyrotechnics
- Hot Work Operations
- Liquid or gas-fueled vehicles or equipment for display in assembly occupancies.

PERMIT REVISIONS AND RESUBMITTALS:

Revisions to approved plans are required to be submitted and approved. A copy of the previously approved plan shall accompany the revised submittal to facilitate the review. Clearly indicate all changes to the revised plans by cloud and delta number. When several changes have been made, the Plans Checker may also require a detailed list of changes.

Re-submittals to address a Letter of Correction will require a full submittal. These plans require a copy of the red lined plan from the previous submittal to facilitate the review. Clearly indicate all changes by cloud and delta number.

PLANS CHECK STATUS INSTRUCTIONS:

The status of the review can be checked by logging on to:

www.clarkcountynv.gov/building/fire-prevention

PERMIT FEES:

Permit fees shall be assessed in accordance with the Permit Fee Schedule as adopted in the Clark County Fire Code. For applications that are expedited, additional fees shall apply.

INSPECTIONS THAT MAY BE REQUIRED AND SCHEDULING INSTRUCTIONS:

If approved, an inspection will need to be scheduled. To schedule an inspection, go to:

www.clarkcountynv.gov/building/fire-prevention

A fire inspector will review your site in accordance with the approved plans and this guideline.

The Fire Prevention (FP) may witness and accept inspection, testing and maintenance of fire and life safety systems conducted by approved individuals as required by and within the scope and authority of the Clark County Fire Code.

This Guideline does not take the place of the Fire Code and does not take precedence over any Fire Code requirement or position taken by the Fire Code Official. When a conflict exists between the requirements of this Guideline and the Fire Code or the opinion of the Fire Code Official, the Fire Code or opinion of the Fire Code Official prevails.

APPENDIX A

INFORMATION REQUIRED ON PLACES OF ASSEMBLY PLANS

The following block shall be included on a plan.

1. Contact person and their telephone number.
2. Name of the establishment.
3. Type of the establishment.
4. Usable square footage of the building and rooms with the dimensions.
5. Maximum occupant load and calculations and conversion factors used.
Note: Occupancy is not based on seating but calculation.
6. Required exit capacity (inches or linear feet) and calculations and factors used.
7. Actual exit capacity.
8. Total number of tables, chairs and booths with number of seats per booth.

Sample Occupant Load Calculations:

The Occupant Load is based on the area of the assembly space according to the following factors:

Permanently fixed seats:	actual seat count
Concentrated seating / chairs only:	7 sq ft per person
Standing space:	5 sq ft per person
Unconcentrated Seating / tables and chairs:	15 sq ft per person

Example:

Restaurant with tables and chairs in 3,000 sq ft area and 500 sq ft of standing space at the bar :

$$\begin{aligned}\text{Occupant Load} &= (4,800 \text{ sq ft} \div 15 \text{ sq ft / person}) + (700 \text{ sq ft} \div 5 \text{ sq ft / person}) \\ &= 320 + 140 = 460 \text{ persons}\end{aligned}$$

Sample Exit Capacity Calculation:

Main exit entrance a set of double doors has 36 inches of clear exit width (each).

Side exit door has 36 inches of clear exit width.

Stairs not used for exiting of this venue.

$$72 \text{ inches} \div 0.20 \text{ inch per person} = 500 \text{ persons}$$

$$36 \text{ inches} \div 0.20 \text{ inch per person} = 180 \text{ persons}$$

Occupant Load = 460 persons

Exit Capacity = 500 + 180 = 680 persons

Since exit capacity is greater than the occupant load, the restaurant has adequate exit capacity.