



CLARK COUNTY FIRE DEPARTMENT - FIRE PREVENTION BUREAU

4701 W Russell Rd, Las Vegas, NV 89118 • (702) 455-7139

Website: https://www.clarkcountynv.gov/government/departments/fire/fire_prevention.php

Email: Inspections@clarkcountynv.gov

PERMIT GUIDE TEMPORARY ASSEMBLIES – INDOOR EXHIBITS & TRADESHOWS PERMIT BY INSPECTION

This guide is to assist in the permitting process for temporary assemblies - indoor exhibits and trade shows. Permit is required to operate indoor exhibits and trade shows with an occupant load of 300 persons or greater per section 105.6.13 of the IFC with Clark County Amendments. Some events are eligible for receiving a Permit by Inspection so that review is done without plan review. Events in venues with occupant loads less than 3,600 persons and using up to **75%** of the available exit capacity are eligible for a Permit by Inspection.

APPLICABLE CODES:

The following codes apply to this permit:

- *International Fire Code*, 2018 edition (IFC)
- *Clark County Fire Code Amendments*, 2018 edition (CCFC)

Link to CCFC: See the amendments to codes and standards using the link below:

<https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCountyFireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575>

SUBMITTAL REQUIREMENT CHECKLIST:

The listed requirements in this guide are not intended to be all inclusive, nor do they entail a limit to the extent of the information, etc. Not all items may apply to your event.

PERMIT BY INSPECTION ELIGIBILITY: Applications are eligible for a Permit by Inspection if:

- The event does not include and pyrotechnics, flame effects or open flames.
- The occupant load by calculation does not exceed 3,600 persons.
- The occupant load is within 75% of the exit capacity.

SUPPORTING DOCUMENTS CHECK LIST:

1. Plans must be available for inspector review. They are to be designed to an architectural scale or with detailed dimensions. Printed copy or an electronic display (i.e., a tablet or I-Pad) must be immediately available to the Inspector. The plans are to include:
 - **Floor plan of event:** overall dimensions of the room(s) used, locations and dimensions of all exits including doors and stairs, widths of aisles, access ways and paths used to exit, spacing of tables and chairs, spacing next to walls/airwalls). Also show:
 - **Locations of all exhibits (booths, aisles and exits)**
 - **Locations of temporary walls, partitions, or curtains**
 - **Lobby and registration areas.**
 - **Locations of temporary platforms or stages**

- **Information Table 1 tabulating all required information.**

TABLE 1: EXHIBIT AND TRADE SHOW EVENT INFORMATION	
Provide address of property	
Name of event, room name/# and floor level	
Move-in and move-out date	
Inspection contact person name and number	
Total event square feet	
Useable square feet of event	
Maximum Occupancy Load	Useable sq. ft. ÷ Multiplier for set-up (see Table 2 below)
Required exit capacity	Max. Occupant Load ÷ Multiplier for exiting (see Table 3)
Provided exit capacity	Feet of exit width multiplied by the exit capacity multiplier.

TABLE 2: COMMON OCCUPANT LOAD FACTORS	
FUNCTION OF SPACE	OCCUPANT LOAD FACTOR
Fixed Seating	Actual number of seats
Exhibit Floor	15 net *
Tables and Chairs	15 net*
Chairs Only	7 net*
Standing Space	5 net*
Stages or Platforms	15 net*
Bleachers (bench)	One person per 18 inches of length
*: square foot per person	
Refer to IFC Table 1004.5 for complete list of occupant load factors.	

TABLE 3: EXIT CAPACITY MULTIPLIER	
EXITING CONFIGURATION	MULTIPLIER **
Horizontal (doors and ramps)	80
Stairs	60
** persons per feet of width	

Note:

- The locations of exits and their size and arrangements will be verified for compliance with Chapter 10 of the 2018 IFC. The size and number of exits must be appropriate for the number of people in attendance. The occupant load cannot exceed the exit capacity.

- A single temporary event permit is allowed for more than one room when they 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.
- Spacing between items is enforced per the IFC. Spacing rules per the IFC are repeated here in Table 4 for your convenience:

TABLE 4: SPACING RULES	
CHAIRS, TABLES AND BOOTHS	SPACING IN FEET
Table Edge to Table Edge	6 ft
Booth Aisle	8 ft
High Top Tables	3 ft
High Top Tables w/Chairs	6 ft
Theater Style Up to 14 Chairs	1 ft
Theater Style Over 14 Chairs	0.3 inch for every chair over 14 no more than 22 inches total

2. Egress Analysis: Completing Table 1 will demonstrate that the occupant load does not exceed the exit capacity. Calculations use the following information:

- Useable sq. ft.: Total sq. ft. of room – any unused area
- Maximum Occupant Load: Useable sq. ft. / Multiplier for set-up (see Table #2)
 - Clark County Building Department’s approved Master Egress Plans supersedes calculations by this method.
- Required Exiting: Max. Occupant Load/Multiplier for exiting (see Table #3)
- Actual Exit Capacity: The number of exits multiplied by the width of exit
- Ensure the Actual Exiting meets or exceeds the required exit capacity

3. Hanging Textiles, Drapes and Curtains: Textiles shall comply with the *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films* NFPA 701 as required by the IFC. Flame certificates shall be available as a supporting document for inspectors to verify while conducting on-site inspection. Copies of approved NFPA 701, and California State Fire Marshal approved certificates are acceptable.

4. Booth Construction and Decorations: Exhibit booth construction, and decorative materials are to comply with CCFC 320.2.5-320.4.

PERMIT DURATION:

Indoor exhibit tradeshows are limited to a duration of days seven (7) show days. Modifications to the approved arrangement require a new Permit by Inspection.

HOW TO SUBMIT:

Supporting documents are to be available to the Clark County Fire Department Inspector and do not have to be submitted on-line.

INSPECTION OPTIONS/INSPECTION SCHEDULING:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php

EXAMPLE EGRESS CALCULATION

Example Occupant Load Calculations:

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

Standing space: 5 sq ft per person

Unconcentrated Seating / tables and chairs: 15 sq ft per person

Example:

Meeting Room with tables and chairs in 13,200 sq ft area and 800 sq ft of standing space at the bars:

Occupant Load = $(13,200 \text{ sq ft} \div 15 \text{ sq ft / person}) + (800 \text{ sq ft} \div 5 \text{ sq ft / person})$

= $880 + 160 = 1,040$ persons occupant load

1,040 persons is less than **3,600** and therefore a Permit by Inspection is allowed.

Example Exit Capacity Calculation:

Five sets of double doors distributed around the meeting room.

Assume six (6) feet of exit width per set of double doors:

5 sets x 6 feet = 30 feet

Stairs not used for exiting of this venue.

30 feet x 80 persons per foot = **2,400 exit capacity**.

Exit capacity is greater than the occupant load: **2,400 exit capacity > 1,040 occupant load**

$(1,040 \text{ occupant load} \div 2,400) * 100\% = 43\%$

The occupant load shall be less than or equal to 75% of the available exit capacity: $43\% < 75\%$