



CLARK COUNTY FIRE DEPARTMENT  
Fire Prevention Bureau  
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**Permit Type: 105.6.34**  
**Control Number: A.1**  
**Revision Date:**

**TITLE:** **PLACES OF ASSEMBLY,  
Facility – Annual Renewable**

**SCOPE:** Clark County Fire Department requirements for renewable Places of Assembly Permits for a building or structure, or a portion thereof, for the gathering together of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation, having an occupancy of 50 persons or more, such as Showrooms, Lounges, Nightclubs, Restaurants, Convention Areas, etc.

**PURPOSE:** To standardize plan/permit requirements required by the Fire Department in accordance with the Clark County Fire Code. Permits expire one year from the date of issue and shall be renewed annually.

**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.

**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.

**SPECIFICATION AND SUBMITTAL REQUIREMENTS:**

An application must be completed for each submittal.

The submittal must include:

- Three (3) sets of scaled floor plans or sketches on paper sized as appropriate for legibility.
- A copy of the Clark County Development Services Certificate of Occupancy (note if it is not available due to the age of the venue).

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.

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 comply with items 2, 3, 4 and 5 below and all configurations maintain minimum required aisle widths and exit capacity.

Compliance with code requirements will in all cases 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 with which it had not been required to comply previously.

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. A symbols table shall be provided to show the differences between a fire hose cabinet, fire extinguisher, etc.
  - 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 Exiting 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 devices or plans are required to be submitted and approved. Revisions will be assessed additional plan review fees. A copy of the previously approved plan or sample of device shall accompany the revised submittal to facilitate the review. Clearly indicate all changes to the revised plans by clouding the change with a delta number to signify the date of plan change. When several changes have been made, a detailed list of changes is required.

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 clouding the change with the delta number to signify the date of plan change.

## **PLANS CHECK STATUS INSTRUCTIONS:**

The status of the review can be checked by logging on to:  
[www.clarkcountynv.gov/depts/fire](http://www.clarkcountynv.gov/depts/fire)

## **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/depts/fire](http://www.clarkcountynv.gov/depts/fire) . A fire inspector will review your site in accordance with the approved device, plans and this guideline and, if compliant, will issue a permit.

Each open flame device will be inspected in its location and condition of use.

The Clark County Fire Department's Fire Prevention Bureau (FPB) may perform testing, acceptance, and maintenance of fire & life safety systems 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 Chief. When a conflict exists between the requirements of this Guideline and the Fire Code or the opinion of the Fire Chief, the Fire Code or opinion of the Fire Chief prevails.

Technical Assistance, when required by the Fire Chief, will require a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.

Acceptance of Alternative Materials and Methods requires a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.

## 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 1,200 sq ft area and 500 sq ft of standing space at the bar :

$$\begin{aligned}\text{Occupant Load} &= (1,200 \text{ sq ft} \div 15 \text{ sq ft / person}) + (500 \text{ sq ft} \div 5 \text{ sq ft / person}) \\ &= 80 + 10 = 90 \text{ persons}\end{aligned}$$

### **Sample Exit Capacity Calculation:**

Main exit entrance door has 40 inches of clear exit width.

Side exit door has 36 inches of clear exit width.

Stairs not used for exiting of this venue.

40 inches ÷ 0.20 inch per person = 200 persons

36 inches ÷ 0.20 inch per person = 180 persons

Total exit capacity for only two doors are available is  $200 + 180 = 380$  persons.

### **The following information shall be provided on submitted plans:**

- Location of fire appliances, such as fire extinguishers, fire hose stations, etc.
- Exit widths of all exits shown for the building and rooms.
- Occupant load calculations.
- Exit capacity calculations.
- Widths of all aisles and cross aisles.
- Length and width of rooms to be used.
- Locations of stages, curtains, and drapes.
- Location of platforms, vehicles and other fixed obstructions.
- Indicate whether pyrotechnics and flame effects will be used.
- Indicate whether open flame(s) and candles will be used.