



# Clark County Fire Prevention

Mission Statement: "To provide the highest level of fire protection and related services"

- TITLE:** Tent and Canopy Permit Requirements
- SCOPE:** Tent(s) in excess of 200 square feet, or canopy(s) in excess of 400 square feet shall be permitted and installed in accordance with this guideline and the requirements contained in the 2005 Clark County Fire Code. Temporary membrane structures, tents and canopies shall be used for a period of not more than 180 days within a 12-month period on a single premise.
- PURPOSE:** This guideline was written to provide an outline of the Clark County Fire Code requirements for permitting tent(s) and canopy(s).

## SPECIFICATIONS AND REQUIREMENTS

At the time of permit application, three (3) sets of plans, drawn to an indicated scale, must be submitted for review and approval. Minimum permit and expedite fees (if required) must be paid at this time. The minimum permit fee for this submittal is \$75. However, permit fees for this type of submittal vary. Please see the **Clark County Fire Department Permit and Service Fee Schedule** for specific information. In addition, expedite fees (minimum fee of \$85) are also variable based on the complexity of the submittal. Again, please see the Clark County Fire Department Permit and Service Fee Schedule for exact details. When plans have been reviewed, you will be notified by this office. If approved, an inspection will need to be scheduled. To schedule an inspection, go to <http://www.accessclarkcounty.com/fire/firedept.htm>. Click on "Services" in the teal strip on the top. On the left side under **Inspection** click on "Fire Inspection" and follow the instructions to schedule a fire inspection.

After the review, two sets of the plans and the permit must be picked up prior to erection of the tent or canopy. One Fire Department stamped plan set must be onsite and available for review at all times. Permits must be conspicuously posted in public view. Plans for tents and canopies shall be drawn to architectural scale (min. 1/8") on uniform sheets no larger than 30" by 36", meet all requirements of the 2005 Clark County Fire Code Article 32, and contain the following:

- 1) Fire access, location and parking: Show minimum 20 foot set-back from property lines, buildings, other tents/canopies, parked vehicles, and internal combustion engines.
- 2) Fire extinguishers: Show fire extinguishers (2A10BC rated) located in the path of egress, and so that no portion of the structure is more than 75 feet from a fire extinguisher.
- 3) Means of Egress: Show the location and width of all exits and indicate locations of exit signs. Indicate if doors are to be installed (direction of swing) or if curtains will be used (only free sliding, contrasting curtains on rod mounted 8 feet above floor).
- 4) Emergency lighting: Indicate type and locations of emergency lighting.
- 5) Heating and/or Cooling: indicate type and location of equipment, including ducting.
- 6) Fire Hydrants: Show location of fire hydrants.
- 7) Event Contact: provide event contact name and phone number.
- 8) Provide a copy of Title 30 (Zoning) approval from the Comprehensive Planning Division of C.C. Development Services. Temporary uses of this type require Comprehensive Planning Division approval. Contact the Zoning Division at 455-4314 for further information.

Provide evidence that the sidewalls, drops, and tops of temporary membrane structures, tents, and canopies are constructed of flame resistant material or treated with flame retardant in an approved manner. Certificates for all flame treated materials must accompany the submittal.

**Insurance**-Provide a copy of a valid bond or current certificate of insurance showing the Clark County Fire Department as additional insured, with a minimum coverage for bodily injury or property damage in the amount of 1 million dollars.

**Inspection**-Prior to occupancy for any purpose and in order to finalize the permit, you must schedule an inspection by calling the Fire Department scheduling hotline at (702) 226-8991 before 2 P.M. the day prior to your desired inspection date.