



CLARK COUNTY FIRE DEPARTMENT  
Fire Prevention Bureau  
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**Permit Type: 105.6.32.b**  
**Control Number: A.0**  
**Effective Date: 11/15/11**

**TITLE: CANDLES AND OPEN FLAME**  
(Decorative Open Flame Devices)

**SCOPE:** Clark County Fire Department requirements for the submittal of decorative open flame devices for use in assembly areas.

Separate permits are required for other open flame devices such as food warming appliances, fire performer torches, flame effects, tiki torches, fire pits and open flame for food and beverage preparation. These are covered in require separate permits.

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

**DEFINITIONS:**

**Assessor's Parcel Number (APN):** A unique number assigned to each property by the Clark County Assessor's office.

**Candle Assembly:** Candles are described as a decorative base (if applicable), the votive/vase/holder, the type of candle (standard wax, liquid or self extinguishing liquid) and other items included in these arrangements (plant or floral arrangements, linen skirting, statues, water, gels, rocks, etc.)

**Open-flame decorative device:** Candles, torches, oil lamps and the like used as decorations and lighting.

**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.

## **SPECIFICATIONS AND SUBMITTAL REQUIREMENTS:**

An application must be completed for each submittal. A minimum of three copies of a photograph of each candle assembly, three sets of the narrative description of each candle and one sample of each candle shall be submitted with the permit application. Plans shall show compliance in accordance with Section 308 of the Clark County Fire Code, as adopted and amended. All submittals must be legible and readable or the plan shall be issued a correction letter for cause.

Each candle assembly requires a separate permit. Candle assemblies may be permitted for several locations within the same facility.

Provide one complete candle assembly for testing. Note if the device is intended for use in multiple locations.

Each submitted sample will be tested according to Section 308.3.1 of the Fire Code. Design and test criteria for candles include those given as items 1 thru 5 of Section 308.3.1 of the Fire Code noted as follows:

- Class I and Class II liquids and LP-gas will not be used.
- Liquid or solid fueled lighting devices containing more than 8 ounces of fuel must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute (1.26 ml per minute) if tipped over.
- The device or holder shall be constructed to prevent spillage of liquid fuel or wax at a rate more than 0.25 teaspoon per minute (1.26 ml per minute) when the device or holder is not in an upright position.
- The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. (See exception for self-extinguishing candles in the Fire Code.)
- The flame shall be enclosed except where openings on the side are not more than 0.375 inch diameter or where openings are on top and the distance to the top is such that a piece of tissue paper placed on top will not ignite in 10 seconds.

## **Required Submittals:**

Plans and reports shall address the following:

1. Photographs of every candle assembly must be provided. The entire candle assembly must be photographed as depicted in the detailed description. Provide three (3) copies of the photographs.
2. A detailed written description of the entire candle assembly, including dimensions must be provided for each submittal. Each item listed in the candle assembly must be described in detail with dimensions provided. Excluding the candle itself, all items must be inherently fire resistant. *(Example: Candle assembly #1 consists of a 4 inch tall X 5 inch diameter fishbowl shaped clear glass Votive filled with a 2 inch tall X 2 inch tall wide brown square votive housing a 1 inch tall X 1 inch wide (1 ounce) Self extinguishing liquid fueled candle. The larger Votive is filled with 4 ounces of water and a handful of blue stones. The smaller votive and candle are placed in the middle of larger votive partially submerged in water and surrounded by blue stones. A 12 inch X 12 inch piece of white flame retardant fabric is used for skirting around the base of this candle assembly.)*
3. Provide one sample of each candle assembly for testing according to Section 308.3.1 of the Clark County Fire Code.

## **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 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 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.