



## FIRE PREVENTION: PERMIT GUIDE Indoor Trade Shows and Exhibitions

This is to assist those obtaining a permit to hold an indoor exhibit or trade shows with an occupant load of 300 persons or greater as required by 105.6.13 of the IFC. A permit is not required for events with fewer than 300 persons.

See Section 320 of the CCFC for regulations governing exhibit booths, decorative curtains and textiles, and demonstration cooking. A diagram of the event layout with fire safety features is also a permit requirement.

### **APPLICABLE CODES:**

The following codes and standard apply to this permit:

- *International Fire Code*, 2016 edition (IFC)
- *Clark County Fire Code Amendments*, 2018 edition (CCFC)

Trade shows or exhibitions shall be conducted according to the permit limitations of section 320 of the IFC as amended by the CCFC. Also see section 1029 of the IFC entitled assemblies.

**Link to CCFC:** See the amendments to codes using the link below;

[https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty\\_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575](https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575)

### **SUBMITTAL REQUIREMENTS:**

**Provide a diagram (plans) including all information in CCFC section 320.5. These are the following ten items:**

1. Overall floor plan (either drawn to scale of dimensioned properly).
2. Egress analysis showing conformance with Chapter 10 of the IFC.
3. Seating arrangement and/or table and chair configurations.
4. Locations of all exhibit booths (booths, aisles and exits).
5. Locations of temporary walls, partitions, or curtains.
6. Lobby and registration area usage.
7. Locations of temporary platforms (along with intended use beneath the platform).
8. Fire protection equipment (e.g. extinguishers, fire alarm devices, hose cabinets, etc.)
9. Temporary fire sprinkler and fire alarm system/devices to be installed (note: This requires a separate permit).
10. Copy of excerpt from show management information guide serving notice that all exhibits shall comply with applicable codes and shall have all necessary CCFC permits.

Permit Guide: Indoor Trade Shows and Exhibitions, continued

Here is an example of a completed table that facilitates the review:

<b>TRADE SHOW OR EXHIBITION INFORMATION</b>	
Name and address of property.	<i>Mega Resort #1 88888 Las Vegas Blvd South</i>
Name of event, room name, floor level.	<i>National Association of Trade Shows Grand Ballroom No. 1 Second Floor Room Number 123</i>
Move-in and move-out dates.	<i>August X, 2020 to August Y, 2020</i>
Event contact for inspections.	<i>Fred Freep 702-999-9999 cell 702-888-8888 office</i>
Total floor area occupied (ft <sup>2</sup> )	<i>80,000 ft<sup>2</sup></i>
Usable floor area (ft <sup>2</sup> )	<i>70,000 ft<sup>2</sup></i>
Calculated Occupant Load	<i>4,667 persons</i>
Number of Tickets (if the event is ticketed)	<i>4,000 persons</i>
Required exit width (ft)	<i>59 feet</i>
Provide exit width (ft)	<i>75 feet</i>

Including the table shown above on your plan will help us to approve the permit application.

Use the following table and formula to determine the calculated occupant load:

<b>OCCUPANT LOAD FACTORS</b>	
TYPE OF SPACE	FACTOR (ft <sup>2</sup> PER PERSON)
Fixed Seating (not movable)	Actual number of seats
Exhibit Floors	15 net
Tables and Chairs (e.g. dining and classroom)	15 net
Chairs Only	7 net
Standing Space (e.g. SRO, pits)	5 net
Stages and Platforms	15 net
Back Stage	200 gross
Kitchens	200gross
Business Centers / Office	100 gross
Storage / Bone Yard	500 gross
Net area excludes building components. Gross area is all within the walls.	

<b>EXIT CAPACITY</b>	
Door and Ramps	80 persons per foot*
Stairs	60 persons per foot**
*Based on 0.15 inch per person ** Based on 0.25 inch per person	

Example calculation:

20,000 ft<sup>2</sup> exhibit space:  $20,000 \text{ ft}^2 \div 15 = 1,334$  person Occupant Load

$1334 \div 80 = 16.6$  feet of exit capacity required

If at least 16.6 (16 feet, 8 inches) of exit door width is provided, the exhibit space complies.

The configuration of tables, chairs and booths are also regulated by the CCFC. This table summarizes the spacing rules:

<b>Objects</b>	<b>Distance apart</b>
Table edge to table edge.	6 feet
Aisles in front of booths	8 feet
Around high-top tables without chairs.	3 feet
Around high-top tables with chairs.	6 feet
Between up to 14 chairs set theater style.	1 foot
Between over 14 chairs set theater style	0.3 inch for every chair over 14 feet, but no more than 22-inches

Decorations and Booth Construction:

Drapes, curtains, and textiles need to be verified as flame resistant. This is done by review of a certificate of flame resistance that states compliance with the *Standard Methods of Fire Tests for Flame-propagation of Textiles and Films*, NFPA 701 or a California State Fire Marshall Approved certificate. A certificate is to be provide along with the plan. See CCFC section 320.3 for more information.

Booths can be made of the material listed in CCFC section 320.2.5. This is field verified and booth constructions details do not need to be submitted.

Exhibition Cooking:

The Clark County Fire Prevention Inspector will review cooking compliance with CCFC section 320.4

Indoor Trade Shows and Exhibitions are Temporary Operational Permits and are limited to a duration of **180** days. If any changes are made to the arrangement; revisions will need to be submitted.

**HOW TO SUBMIT:**

Plans are to be submitted electronically. Paper plans are no longer accepted. Files should be uploaded via the Clark County Citizen Access Portal:

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

Upload separated **consolidated** .PDF files into the categories that apply to your project; Plans and supporting documents.

**COMMUNICATION:**

Once your plans are submitted you will receive a permit number (example= FP20-00000). Plan status can be viewed by logging into your account in the Customer Portal and typing in your fire permit number. <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

**CONTACT PERSON ON APPLICATION:** Ensure the correct contact person on the application is provided as this will be the person who receives all the email updates on the permit status once plan is submitted.

**ADDITIONAL INFORMATION NEEDED:** If you receive this request Fire Annual/Operational In-take has reviewed your submittal and there is additional action needed for the plan to be placed back in the Review Queue.

**PLANS APPROVED:** Once plans are approved, and fees are verified; an email will be sent to the contact person. In order for inspections to be scheduled any outstanding **fees** will need to be paid.

**PLANS- CORRECTIONS REQUESTED:** Once corrections are issued an email will be sent to the contact person indicating the additional changes needed for an approval. Customer will log in to customer portal and download Redlined plans for comment.

**FIRE PLAN REVIEW STAFF CONTACT LINK:**

[https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST\\_Fire%20Prevention.pdf?t=1616562454375&t=1616562454375](https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST_Fire%20Prevention.pdf?t=1616562454375&t=1616562454375)

**RE-SUBMITTALS AND REVISIONS AND RENEWAL:**

1. **CORRECTIONS:** Corrections will be submitted using the Accela On-Portal. A letter describing the changes shall be provided with your revised submittal. **Please Note:** The redlined plans are already in the file and do not need to be uploaded again.
2. **REVISIONS:** If plans are revised after approval; revisions will need to be submitted and approved prior to **FINAL** sign off. Revisions will be submitted the same way as the original (See Ways to Submit above). All changes should be **clouded and keyed** to Plan Revision# (FP20-00000-R001). A Revision Letter shall also be provided indicating what changes were made and where they occur.

**Link to CUSTOMER HOW TO GUIDES for submitting CORRECTIONS and REVISIONS:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/citizen\\_access\\_knowledge\\_base.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/citizen_access_knowledge_base.php)

**SUBMITTAL SERVICE LEVEL OPTIONS/FEE SCHEDULE:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/permit\\_issuance/fees.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/permit_issuance/fees.php)

**INSPECTION OPTIONS/INSPECTION SCHEDULING:**

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/inspection/schedule\\_an\\_inspection.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php)