



Las Vegas Fire & Rescue Fire Prevention Division Information Sheet



Effective Date: February 1, 2011

CLV Ordinance #6124

The items listed are basic information only. Codes are subject to change. Additional requirements may apply.

Exhibitions/Trade Show Permit Applications

An operational permit is required to operate exhibition and trade shows. **IFC 105.6.13 and CLV Ordinance 6124, Section 318**

The following submittal information shall be required to process the permit application:

- A completed Temporary Activity Permit Application. (Pg. 2)
- A legend reflecting the event name, dates / times, estimated number of participants expected on a daily basis, a brief description of the event, contact phone numbers and billing information. **CLV Ordinance 6124, Section 318.5**
- Two (2) copies of the site plan in a clear legible manner indicating the location of all stages, exhibit booths, displays including exit access routes and seating arrangements. **IFC 408.2.1** (Example pg. 3)
- Site plan shall reflect all proposed locations of open-flame, heating and portable fueled open-flame devices to be utilized during the event and shall be approved prior to use. **IFC 308.3, 308.1.6.2, CLV Ordinance 6124, Section 318.4**
- Site plan shall reflect all locations having demonstration cooking shall be indicated and shall be in compliance with **CLV Ordinance 6124, Section 318.4**

General Information:

- The Exhibition facility shall have occupant load signs posted and specified loads shall be adhered to. **IFC 1004.3**
- Any additional required portable fire extinguishers shall be selected, installed and maintained in accordance with **NFPA 10 / IFC 906.2**
- All exits and accesses shall remain clear and unobstructed at all times. **IFC 1003.6 / IFC 1018.3**
- All decorative curtains and textiles shall comply with **CLV Ordinance 6124, Section 318.3**



**Las Vegas Fire & Rescue
Fire Prevention Division
Information Sheet**



Send completed submittals to:

Las Vegas Fire & Rescue
Fire Prevention Division
500 N Casino Center Blvd
Las Vegas, NV 89101
Fax (702) 229-0124

*A Review / Permit fee of \$80.00 will be billed to the applicant reflected on the Permit application. Submittals received within ten (10) days of the event will be assessed an additional expedite fee of \$80.00. (\$160.00 total)

Las Vegas Fire & Rescue
Fire Prevention Division
(702)229-0366

www.lasvegasnevada.gov/LawsCodes/fire_code.asp



Temporary Activity Permit Application

Las Vegas Fire & Rescue
Fire Prevention Division
Phone (702)229-0366 Fax (702) 229-0124



Date: _____

AP Number: _____

Activity/Event Name: _____

Activity/Event Address: _____

Date(s) of Permitted Activity/Event: From: _____ To: _____

Billing Information

Applicant/Company/Contractor Name: _____

Applicant Company/Contractor Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

Business Representative: _____

(Print Name)

(Signature)

I/WE DO HEREBY MAKE APPLICATION FOR A PERMIT FOR: *(Check all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> (P1) Carnival/Fair | <input type="checkbox"/> (P48) Liquid/Gas Equip in "A" Occupancy |
| <input type="checkbox"/> (P2) Explosives, Blasting Agents/Surface Blasting | <input type="checkbox"/> (P105) Filming- Production location, or sound stage |
| <input type="checkbox"/> (P3) Display Fireworks (1.3G) | <input type="checkbox"/> (P109) Pyrotechnical Special Effects Material |
| <input type="checkbox"/> (P4) Temp.Memb./Tents/Canopies (200/400-14,999 sq ft) | <input type="checkbox"/> (P111) Amusement Buildings (Haunted House) |
| <input type="checkbox"/> (P5) Temp Memb./Tents/Canopies (15,000-74,999 sq ft) | <input type="checkbox"/> (P112) Fire Hydrants and Valves |
| <input type="checkbox"/> (P6) Temp Memb. /Tents/Canopies (+75,000 sq ft) | <input type="checkbox"/> (P150) Heliports |
| <input type="checkbox"/> (P11) Hot Works | <input type="checkbox"/> (P151) Floor Finishing |
| <input type="checkbox"/> (P20) Asbestos Removal | <input type="checkbox"/> (P153) Exhibit/Trade Show plan Review/Inspection |
| <input type="checkbox"/> (P24) Candles/Open Flame in "A" Occupancy | <input type="checkbox"/> (P154) Special Activity |
| <input type="checkbox"/> (P25) Flame Effects before audience | <input type="checkbox"/> Expedite Fee (Within 10 Days) |
| <input type="checkbox"/> (P32) Consumer Fireworks (1.4G) | |

Inspector: _____ Area _____ Total \$ _____

I hereby state that the above information is correct. I recognize that the approval of the permit(s) does not allow the violation of fire codes, building codes, city ordinances, or state law. Approval of this permit does not preclude compliance with any other license or permit required by law. Failure to comply with the applicable codes, laws or ordinances may result in the suspension or revocation of the permit(s). This permit is valid for the above-specified address/activity only and is not transferable. Any change in the use of the occupancy of the above-specified premises shall require a new permit. Late Fee(s) to be charged on accounts 30 days past due.

Applicant Name: _____
(Please Print Name)

Applicant Signature: _____

