

Please use this checklist and the supporting detail to assure that your permit submittal includes all the information necessary for a timely review of your plans. All applications for permits must be submitted electronically through the DSC Online Portal (dsconline.cityofhenderson.com).

Please apply through DSC Online as a [Fire Activity Permit Application](#).

PDF Standards for Electronic Plan Submittals

**** Please Note ****

Permits received within five (5) working days of the event may be subject to an overtime inspection fee.
Permits to be inspected outside of normal business hours will be subject to an overtime inspection fee.

Tents are exempt from permitting under the following conditions:

- Tents having an area of 400 square feet or less.
- Tents used exclusively for recreational camping purposes.
- Funeral tents and curtains, or extensions attached thereto, when used for funeral services.
- Tents open on all sides which comply with all the following:
 - Individual tents shall have a maximum size of 700 square feet.
 - The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total.
 - A minimum clearance of 12 feet to structures and other tents shall be maintained.

Submittal Package:

The following documentation must be included when submitting the building permit application for review and all applicable building codes must be included on the plans:

_____ **Completed [Fire Activity & Outside Sales Permit](#) Form (Outdoor Activity)**

_____ **Site Plan and Supporting Documents**

- Show location of all tents or membrane structures on site plan displaying relation to fire lane, buildings, vehicles, and other tents.
- Show contact name, telephone number, address, and group or organization name sponsoring the display.
- Show site address, date, and time of the display.
- Verification of City of Henderson Business License.
 - If company is based outside Henderson, a **service vehicle** business license must be obtained. For more information, please contact Business License at 702-267-1730.

_____ **Copy of Fire Treated Fabric Certification per NFPA 701.**

_____ **Copy of a valid Certificate of Insurance**

- Must have a minimum coverage of **\$2,000,000.00**.
- Must include "The City of Henderson Municipal Corporation, its officers, agents, employees & volunteers as per written contract are Additional Insured with respect to General Liability as per the attached endorsement" listed under the Description of Operations / Locations / Vehicles (ACORD 101, Additional Remarks Schedule, may be attached if more space is needed).
- Certificate Holder must show "The City of Henderson Municipal Corp.; its officers, agents, employees, and volunteers; 240 Water St., Henderson, Nevada 89009, USA.

General Information:

Tents and membrane structures shall not be located in FIRE LANES, within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, or internal combustion engines. For the purpose of determining required distances, support ropes, and guy wires shall be considered as part of the temporary membrane structure or tent. Tents or membrane structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing.

Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official.

Flammable or combustible liquids shall be stored outside and not less than 50 feet from tents or membrane structures. Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means.

LP gas containers shall be located outside, safety release valves shall be pointed away from the tent or membrane structure. Portable LP gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and the structure not less than 10 feet. Containers with a capacity of more than 500 gallons shall have a minimum separation between the container and the structure of 25 feet.

Motor vehicles displayed inside tents or membrane structures shall have batteries disconnected, vehicle shall not be fueled or defueled within the structure, fuel in the tank shall not exceed one quarter, fuel tank openings shall be sealed.

Combustible vegetation shall be removed within 30 feet of tent or membrane structure. The floor surface inside tents or membrane structures and the grounds outside and within a 30-foot perimeter shall be kept free of combustible waste.

Fire extinguishers shall be provided and shall be mounted 5 feet off the floor to the top of the extinguisher. Fire extinguishers must have a Nevada State Marshal tag attached and been serviced within the past year.

When approved cooking and heating equipment shall not be located within 10 feet of exits or combustible material. Operations such as warming of foods, cooking demonstrations and similar operations that use flammable, butane or other similar devices which do not pose an ignition hazard, shall be approved. Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a tent or membrane structure.

Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted.

Exit doors shall swing in the direction of traffic, exits shall be clearly marked, required exit widths shall be maintained at all times.

Exit Signs – Exit signs shall be clearly marked and installed at required doorways when the exit serves an occupant load of 50 or more.

Exit Sign Illumination – Occupant Loads of 300 or less – Exit signs shall be internally illuminated or shall be externally illuminated by lights. If externally illuminated lights are used two separate circuits must be utilized, one of which must be separated from all other circuits. When occupant load exceeds 300 – two separate sources of power, one of which shall be an approved emergency system. Emergency systems shall be supplied from storage batteries or from an onsite generator set and the system shall be installed in accordance with NFPA 70. The emergency system shall have a duration of 90 minutes.