

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 Permit Activity Application](#).

PDF Standards for Electronic Plan Submittals

Prerequisites:

- _____ A [Temporary Use Permit](#)
 - Application must comply with [Henderson Development Code](#), Title 19, requiring a temporary use permit. For more information, please call Community Development at 702-267-1500.
- _____ A Business License issued for the permitted use.
- _____ Appropriate zoning is currently in place for this proposed use.
 - Please contact Community Development at 702-267-1500 for more information.
- _____ Circus or animal rides require an animal handler's permit [if applicable]
 - For more information, please contact the City's Animal Control Office at 702-267-4970.
- _____ Temporary Power or Electrical Permits [if applicable]
 - For more information, please contact Building Plan Check at 702-267-3650.

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.**
- _____ **Site Plan**
 - Identify location of internal combustion power sources, such as generators. [if applicable]
 - Identify location of tents [**Note:** tents over 400 square feet need a separate permit, canopy over 400 square feet needs a separate permit]. [Tent Submittal Checklist](#).
 - Tent is defined as a structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.
 - Show electrical outlet locations.
 - Identify fire lanes.
- _____ **Location of Temporary Water (Jones Valve) [if applicable]**
 - Must be permitted, located, and installed by Department of Utility Services. Utility Services New Construction Division 702-267-3725.

- If temporary water line is required to cross street, must be per detail from Public Works Quality Control and bump signs as required by Public Works Traffic.

Street Cuts for Temporary Crossing

- Any needed street cuts for temporary crossings (such as power or water) shall require applicant to post a \$10,000.00 bond for street repairs and clean up for temporary asphalt cuts of humps over water lines. For more information, please contact Public Works Quality Control at 702-267-3100.

Name and address of canopy or tent owner [if applicable]

An approved certification for tent or canopy [if applicable]

- Shall have a permanently affixed label, bearing the following information.
 - An approved certification shall be retained on the premises indicating the following:
 - Identification of canopy or tent size and fabric type.
 - Date the canopy or tent and other flammable materials were last treated with flame-retardant solution.
 - Trade name and type of solution utilized in flame-retardant treatment.
 - Name of persons and/or firm treating materials.

Other Information

Fire Extinguishers

- Shall have a minimum rating of 2-A:10-B:C.
- Maximum distance to a portable fire extinguisher shall not exceed 75 feet.
- All fire extinguishers shall be serviced and tagged according to the Nevada State Fire Marshal Code.

Electrical Equipment

- Electrical equipment and installation shall comply with the Electrical Code, and subject to approval by the Building and Fire Safety Division.

Concession Stands

- If cooking is performed within a concession stand, there shall be a 10-foot clearance on two sides, and it shall not be located within 10 feet of amusement rides or devices.

Internal Combustion Power Sources

- Internal combustion power sources shall have fuel tanks of adequate capacity to permit uninterrupted operation during normal operating hours.
- Refueling shall be conducted only when the ride is not in use.
- The internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing or an enclosure.
- A minimum of one fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided.

Fire Safety – Guidelines

HFS-011 [Christmas Tree Lots](#)