



BUILDING & SAFETY DEPARTMENT

PERMIT GUIDELINES FOR SPECIAL EVENTS

These guidelines discuss the City of Las Vegas Building & Safety Department's permit requirements applicable to special events. The intent of these guidelines is to ensure that temporary structures and electrical/plumbing systems installed in conjunction with such events are safe, and that required paths of exit travel are properly maintained. The erection or installation of temporary structures and systems discussed herein is limited to a maximum of 180 days. The erection or installation of temporary structures and systems discussed herein that is not in conjunction with a special event, or for a period of time that exceeds 180 days, are subject to normal permitting requirements.

TEMPORARY FENCING

A permit is not required for temporary fencing erected on private property in conjunction with a special event.

CLEARING AND GRUBBING

A grading permit is not required for clearing and grubbing of an existing vacant lot in preparation for a special event.

TEMPORARY PLATFORMS

For the purpose of these guidelines, a *temporary platform* is defined as a raised area within a building or located outdoors that is utilized for worship, the presentation of music, plays or other entertainment; the head table for special guests; the raised area for lecturers and speakers; boxing and wrestling rings; theater-in-the-round stages; and similar purposes wherein there are no overhead hanging curtains, drops, scenery or stage effects including lighting and sound, and which the space between the floor or ground is used only for plumbing and electrical wiring to platform equipment.

A building permit is not required for temporary interior and exterior platforms erected for 30 days or less.

A building permit is required for temporary interior and exterior platforms erected for more than 30 days that exceed 600 square feet in area.

TEMPORARY STAGES

For the purpose of these guidelines, a *temporary stage* is defined as a space within a building or located outdoors that is utilized for entertainment or presentations, which includes overhead hanging curtains, drops, scenery, and stage effects including lighting and sound equipment.

A building permit is not required for interior and exterior temporary stages erected for 30 days or less.

A permit is required for exterior temporary stages erected for more than 30 days that exceed 600 square feet in area and that have enclosing solid or fabric walls greater than 5 feet 9 inches in height and/or; vertical or overhead horizontal members that support lights, sound or similar equipment and/or; an overhead solid or fabric roof or cover.

A building permit is required for temporary interior stages erected for more than 30 days that exceed 600 square feet in area.

A building permit is not required for manufactured stages that are an integral part of a motor vehicle or trailer.

TEMPORARY ELECTRICAL POWER DISTRIBUTION SYSTEMS

An electrical permit is required for all temporary power poles, electrical services, and electrical subpanels.

An electrical permit is required for all temporary electrical power distribution systems, including wiring for temporary lights, outlets, and receptacles.

Note: If a generator is to be used, and the electrical equipment (for example, portable lights, cooking equipment, etc.) can be plugged directly into the outlet on the generator, then a permit is not required. However, if power distribution devices (commonly referred to as "spider boxes") are to be plugged into the generator and then equipment is to be plugged into those devices, then a permit is required, and the generator must be properly grounded.

TEMPORARY GRANDSTANDS AND BLEACHERS

A building permit is not required for the installation or erection of interior or exterior temporary manufactured grandstands and bleachers erected for 30 days or less.

A building permit is not required for the installation or erection of interior or exterior temporary manufactured grandstands and bleachers that are in integral part of a motor vehicle or trailer.

A building permit is required for exterior and interior grandstands and bleachers erected for more than 30 days where the highest seating surface is located greater than 8 feet from floor or grade below.

TEMPORARY TENTS

A building permit is not required for temporary tents erected for 180 days or less. (Note: Please contact the Fire Department regarding Fire Code permits for tents erected for 180 days or less.)

TEMPORARY TRAILERS AND MOBILE MODULAR STRUCTURES

Manufactured trailers and mobile modular structures erected in conjunction with special events are exempt from the requirement for a building permit from the City of Las Vegas Building & Safety Department. However, the State of Nevada Manufactured Housing Division requires permits for those temporary structures, including stairs and ramps serving the structures. Information regarding the permitting requirements of the State of Nevada Manufactured Housing Division may be obtained from:

Jim Deprosse, Administrator
State of Nevada Department of Business and Industry
Manufactured Housing Division
1535 Old Hot Springs Road, Suite 60
Carson City, Nevada 897-6
Phone (775) 687-2055
Fax (775) 687-5521
Email: jdeprosse@mhd.state.nv.us

An electrical and/or plumbing permit from the City of Las Vegas Building & Safety Department is required for temporary power and any waste piping that serves such temporary structures that does not discharge into an approved holding tank.

SUBMITTAL REQUIREMENTS

Two copies of the following required plans and calculations bearing the wet signature and seal of the design professional or contractor are required.

A. ELECTRICAL AND WASTE PIPING SERVING TEMPORARY MODULAR BUILDINGS

A site plan showing the location of the modular building on the property, the source of electrical power serving the modular building, and the point of waste discharge from the modular building, if applicable.

B. EXTERIOR AND INTERIOR TEMPORARY PLATFORMS ERECTED FOR MORE THAN 30 DAYS THAT EXCEED 600 SQUARE FEET IN AREA

1. A site plan showing the location of the platform on the property, or a floor plan showing the location of the platform, as applicable;
2. Structural calculations or the manufacturer's installation instructions signed by civil or structural engineer licensed to practice in the State of Nevada;
3. The manufacturer's installation instructions for the platform.

C. EXTERIOR TEMPORARY STAGES ERECTED FOR MORE THAN 30 DAYS THAT EXCEED 600 SQUARE FEET IN AREA AND THAT HAVE ENCLOSING SOLID OR FABRIC WALLS GREATER THAN 5 FEET 9 INCHES IN HEIGHT AND/OR VERTICAL OR OVERHEAD HORIZONTAL MEMBERS THAT SUPPORT LIGHTS, SOUND OR SIMILAR EQUIPMENT AND/OR AN OVERHEAD SOLID OR FABRIC ROOF OR COVER.

1. A site plan showing the location of the stage on the property;
2. Structural calculations or the manufacturer's installation instructions signed by a civil or structural engineer licensed to practice in the State of Nevada;
3. The manufacturer's installation instructions for the stage.

D. INTERIOR TEMPORARY STAGES ERECTED FOR MORE THAN 30 DAYS THAT EXCEED 600 SQUARE FEET IN AREA

1. A floor plan showing the location of the stage;
2. Structural calculations or the manufacturer's installation instructions signed by civil or structural engineer licensed to practice in the State of Nevada;
3. The manufacturer's installation instructions for the stage.

E. EXTERIOR AND INTERIOR TEMPORARY GRANDSTANDS AND BLEACHERS ERECTED FOR MORE THAN 30 DAYS WHERE THE HIGHEST SEATING SURFACE IS LOCATED MORE THAN 8 FEET ABOVE THE FLOOR OR GRADE BELOW.

1. A site plan showing the location of the grandstand or bleachers on the property, or a floor plan showing the location of the grandstand or bleachers;
2. Structural calculations or the manufacturer's installation instructions signed by civil or structural engineer licensed to practice in the State of Nevada;
3. The manufacturer's installation instructions for the grandstand or bleachers.

PERMIT FEES

The following are the fees applicable to permits required by this guideline:

A. TEMPORARY PLATFORMS AND STAGES

\$160 plan review fee, plus \$160 inspection fee, plus \$54 administrative fee for each platform

Effective July 7, 2014:

\$176 plan review fee, plus \$176 inspection fee, plus \$55 administrative fee

B. TEMPORARY ELECTRICAL POWER DISTRIBUTION SYSTEMS

\$160, plus \$54 administrative fee

Effective July 7, 2014:

\$170 inspection fee, plus \$55 administrative fee

C. TEMPORARY GRANDSTANDS AND BLEACHERS

Up to 3 Tiers or 300 Linear Feet:

\$240 inspection fee, plus \$54 administrative fee;

Each Additional 3 Tiers or 300 Linear Feet:

Add a \$80 inspection fee

Effective July 7, 2014:

Up to 3 Tiers or 300 Linear Feet:

\$209 inspection fee, plus \$55 administrative fee;

Each Additional 3 Tiers or 300 Linear Feet:

Add a \$44 inspection fee

D. EXTERIOR ELECTRICAL AND PLUMBING SERVING A TEMPORARY MODULAR BUILDING

Electrical Permit

\$80 per service, plus \$54 administrative fee

Effective July 7, 2014:

\$88 inspection fee, plus \$55 administrative fee

Plumbing Permit

\$80 per 100 linear feet, plus \$54 administrative fee

Effective July 7, 2014:

\$88 inspection fee, plus \$55 administrative fee

REQUIRED LICENSES

Building permits for temporary platforms, stages, grandstands and bleachers erected for more than 30 days shall be issued to a Nevada state licensed contractor. A City of Las Vegas business license is also required.

Plumbing permits for waste discharge from a modular building shall be issued to a Nevada licensed plumbing contractor. A City of Las Vegas business license is also required.

Permits for temporary power distribution systems shall be issued to a Nevada licensed electrical contractor. A City of Las Vegas business license is also required.

INSPECTIONS REQUIRED

All temporary structures, temporary power and power distribution systems requiring a permit as specified herein shall be inspected by the City of Las Vegas Building & Safety Department. It is the responsibility of the party to whom the permit is issued to request and obtain all required inspection approvals. All required submittal documentation as specified herein shall be on the site and available for review by the inspector at the time of inspection.

CODE COMPLIANCE REQUIRED

Exemption from the requirements for a permit as specified herein shall not be deemed to grant authorization for any work to be done in violation of the provisions of the adopted technical codes, or any other laws or ordinances of the City of Las Vegas. In addition, it is the responsibility of the contractor or installer to verify all site conditions for compliance with the manufacturer’s installation instructions (i.e. soil conditions, weather conditions, etc.).

SPECIAL EVENTS PERMIT COORDINATOR

The below staff member is the special events permit coordinator for the Building & Safety Department. Accordingly, all questions or requests for information should be directed to:

Rod Clark, Plans & Permits Supervisor
333 N Rancho Drive
Las Vegas, Nevada 89106
Office (702) 229-6913
Mobile (702) 303-1815
rclark@lasvegasnevada.gov

EFFECTIVE DATE

This guideline is effective immediately.

Chris Knight, Director

Date