



# City of Las Vegas



## Special Events Handbook

**Disclaimer:** *The intent of this handbook is to provide general information regarding Special Event permitting. This handbook is not intended to provide legal advice, nor does it serve as a substitute for legal or risk management advice.*



CAROLYN G. GOODMAN  
MAYOR



## *From the Office of Mayor Carolyn G. Goodman*

Welcome to the City of Las Vegas Special Events Division! For decades, Las Vegas has partnered with community groups, civic organizations and individuals to host award-winning events to reflect the city's diverse population and to celebrate Las Vegas' rich, vibrant history.

The Special Events Division plays an important role by ensuring that all proper permits are completed to operate a safe, effective and successful event. The policies and procedures established by the City of Las Vegas allow for advanced planning and provide a system of basic guidance to help the City and event sponsors achieve their mutual goals.

Whether it is a fundraising picnic, a sports tournament, a major music festival, or some other event, the City's outstanding Special Events team is always available to answer questions and assist in the creation of the ideal event. It is this attention to detail and steadfast support that have helped make Las Vegas the Entertainment Capital of the World!

Thank you for choosing the fabulous City of Las Vegas for your special event. There is no place in the world like Las Vegas, where we have the best of everything at our fingertips. I know that our special events staff will help make your event one to remember and I wish you nothing but success. Good luck and Viva Las Vegas!

Sincerely,

A handwritten signature in black ink that reads "Carolyn G. Goodman".

Carolyn G. Goodman  
Mayor, City of Las Vegas

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## QUICK REFERENCE GUIDE

**APPLICATION:** **Special Events (702-229-6171)** **Refer to page [10](#).**

Special Event Permit Application can be found on the city's website at: [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov) and can be emailed to [Events@lasvegasnevada.gov](mailto:Events@lasvegasnevada.gov) or submitted via fax to 702-464-7555. A site plan and route map (for running, walking, biking events and parades) must be submitted, along with the completed application. Upon receipt of the completed application and site plan, copies are reviewed by City Departments and Las Vegas Metropolitan Police Department for approval.

**LETTER OF APPROVAL:** **Special Events (702-229-6171)** **Refer to page [10](#).**

If the event is held on private property not owned by the applicant, a letter of approval by the owner or property management is required to be submitted to the Special Events Office prior to the event. The letter of approval shall include the following elements: property owner/manager signature of approval, property address of the event, dates and times of the event and a full description of the event activities. For more information contact Special Events.

**FILM PERMIT:** **Public Works (702-229-6276)** **Refer to page [13](#).**

A film permit is needed to film a special event, commercial, still photo, music video, documentary, motion picture or television show in City of Las Vegas jurisdiction. For more information, please contact the Public Works- Administration by the above-listed phone number, or by email at [Filming@LasVegasNevada.gov](mailto:Filming@LasVegasNevada.gov).

**STAGE & BLEACHER RENTALS:** **Special Events (702-229-6171)** **Refer to page [15](#).**

City of Las Vegas stage and bleacher rentals are reserved through the Office of Administrative Services – Special Events Office. For more information, please contact Special Events.

**FEES:** **Special Events (702-229-6171)** **Refer to page [15](#).**

Special Event Permit Processing Fees vary depending on the characteristics of the event. Please note that the special event processing fees do not exempt other permit requirements, which may have their own fee schedule.

**DRONES:** **Special Events (702-229-6171)** **Refer to page [16](#).**

The use of drones is generally prohibited, however, if drone use is requested, the applicant must notify Special Events and must also contact the local office of the Federal Aviation Administration (FAA) to secure a 333 exemption for that individual/company to use that specific drone during specified dates and times of the special event. If drone use is requested for filming, the applicant must provide a FAA 333 exemption for that individual/company to use that specific drone for filming operations. The exemption must cover the correct airspace. More information, contact above number.

**SECURITY: Las Vegas Metropolitan PD/Events Planning (702-828-3442)** **Refer to page [16](#).**

For the safety of event participants, police security may be required. Upon receipt of a special event permit application, a review by the Las Vegas Metropolitan Police Department is conducted and a recommendation/determination is made as to the requirement of police assistance. As a follow-up to the information provided in the application, a security plan may also be required.

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<b>SAFETY PLAN:</b>	<b>Special Events (702-828-6171)</b>	<b>Refer to page <a href="#">16</a>.</b>
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A comprehensive **safety plan** may be required to detail what safety provisions will be initiated and maintained for persons in and around the area of the special event. The safety plan shall include details about the event, including any right-of-way closures and the potential impact of emergency access to and from the event site. In advance of the initial event date, the plan must be approved by the Las Vegas Fire & Rescue Department.

<b>SECURITY PLAN:</b>	<b>Special Events (702-828-6171)</b>	<b>Refer to page <a href="#">16</a>.</b>
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As a follow-up to the security-related information that is included in a permit application pursuant to LVMC 12.02.050, a comprehensive **security plan** may be required to detail how order will be preserved and property protected in and around the location where the event is to be conducted. The security plan shall include the event dates, times and locations, anticipated attendance numbers, as well as a summary of event activities. Any proposed right-of-way closures shall also be included in the plan draft. The security plan must be approved before the initial event date by the Department of Detention and Enforcement and/or the Las Vegas Metropolitan Police Department.

<b>APPROVAL AUTHORITIES:</b>	<b>Special Events (702-828-6171)</b>	<b>Refer to page <a href="#">17</a>.</b>
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Upon receipt of a special event permit application, the Office of Administrative Services – Special Events Division shall review and forward the completed application to other required city departments and agencies for consideration. If the event footprint area or route includes other jurisdictions outside of the City of Las Vegas, the external jurisdictions will be notified and their approval of the event will be required. Once city departments and external agencies approve of the application, the applicant is notified.

<b>CERTIFICATE OF INSURANCE:</b>	<b>Special Events (702-229-6171)</b>	<b>Refer to page <a href="#">19</a>.</b>
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A certificate of insurance is required for any event held on Public Property within the jurisdiction of the City of Las Vegas. If the event occurs within other jurisdictions, a certificate of insurance for each jurisdiction is required.

<b>NOISE RESTRICTIONS:</b>	<b>Special Events (702-229-6171)</b>	<b>Refer to page <a href="#">21</a>.</b>
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It is unlawful for any person for commercial or any business purpose to maintain or operate any loudspeaker or sound amplification device connected with any radio, phonograph, tape recorder, microphone or other device by which sounds are magnified or broadcast and intended to be heard over any public street, sidewalk, public place or beyond an established place of business without having first secured a permit therefor. For more information, please go to [Las Vegas Municipal Code, Chapter 6.76](#).

<b>EVENT LIGHTING:</b>	<b>Building &amp; Safety Department (702-229-6251)</b>	<b>Refer to page <a href="#">21</a>.</b>
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Any special event that takes place after dark or following, and at which event-goers attending may remain on event premises after dark, requires that the applicant ensure electrical illumination of event-occupied areas. The Department of Building & Safety shall approve plans for temporary lighting of the event. Additionally, the City of Las Vegas Department of Public Works – Traffic Control Division may require in the interest of public safety the placing of warning lights within street rights-of-way, and shall bill the responsible party according to a fee schedule established by the City pursuant to Section 13.40.050 of the Las Vegas Municipal Code.

<b>CLOSURES: Public Works –Transportation Engineering (702-229-6276 )</b>	<b>Refer to page <a href="#">22</a>.</b>
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All proposed road, street, lane, alley and sidewalk closures for special events require approval (in advance of the event) by the Public Works – Transportation Engineering Division. The traffic control plan must be submitted by a traffic barricade company licensed by the City of Las Vegas. Please note that security is required for all rights-of-way closures and shall be at the expense of the permittee.

<b>EVENT SIGNAGE:</b>	<b>Department of Planning (702-229-6301)</b>	<b>Refer to page <a href="#">23</a>.</b>
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If the applicant intends to post event signage, an event sign plan is required and shall include the location, elevations and dimensions of all proposed signage. **NOTE:** *Signage will not be included in the permit approval, unless the above information is provided.* This requirement does NOT include signage required for traffic control, which is approved separately as part of the traffic control plan. For more information, including fees, please contact the Department of Planning or Special Events.

<b>MEDICAL MARIJUANA:</b>	<b>Business Licensing (702-229-6281)</b>	<b>Refer to page <a href="#">23</a>.</b>
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Nevada Revised Statute 435A prohibits any person to engage in any form of business or commerce activity involving the cultivation, processing, manufacturing, storage, sale, distribution, or transportation of marijuana within the City of Las Vegas limits without an approved Medical Marijuana Establishment license and State approval.

<b>PARKING SERVICES:</b>	<b>Parking Services (702-229-1035)</b>	<b>Refer to page <a href="#">24</a>.</b>
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Event parking shall not interfere with off-site traffic circulation. Open areas to be used for parking shall be clearly marked. No handicapped parking spaces shall be blocked from public use. Parking metered spaces vary as to times of operation, days of operation and meter rates. For more information, contact Parking Services.

<b>MULTI-VENDOR PERMIT:</b>	<b>Business licensing (702-229-6281)</b>	<b>Refer to page <a href="#">25</a>.</b>
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Qualifying Multi-Vendor event permits are secured through the Business Licensing Office, and are issued for temporary commercial events. If the proposed event: a) is to take place within a government facility, convention center, event center or plaza, resort hotel, cultural establishment or permanent trade show; b) is less than thirty days; c) may or may not be open to the public; d) and will have two or more vendors or exhibitors selling or offering to sell goods or services, or will be displaying or exhibiting products or services for commercial purposes, then an applicant may be exempt from submitting a Special Event Permit Application, and may be eligible to apply for a Multi-Vendor Event Permit through the Department of Planning-Business Licensing Office. The Permit application must be submitted to the Department of Planning- Business Licensing Office at least ten working days prior to the desired commencement date of the event. To apply for a permit or for more information contact Business Licensing at the above phone number, or email Business Licensing at [LasVegasNevada.gov/faces/home/planning](http://LasVegasNevada.gov/faces/home/planning).

<b>MOBILE FOOD VENDOR:</b>	<b>Business Licensing (702-229-6281)</b>	<b>Refer to page <a href="#">25</a>.</b>
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Mobile Food vendors participating in a special event must hold a valid City of Las Vegas business license and be approved by Business Licensing in advance of participating in the Special Event. The applicant must submit the number of vendors and a site plan including the location for each vendor. For more information, contact Business Licensing Division.

<b>FOOD DISTRIBUTION:</b>	<b>Business Licensing (702-229-6281)</b>	<b>Refer to page <a href="#">25</a>.</b>
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It is unlawful to distribute or sell food products without first securing and maintaining active health permits and health cards required by the Southern Nevada Health District. For more information, please contact the City of Las Vegas Business Licensing Division or the Southern Nevada Health District at 702-759-1340.

<b>BUSINESS LICENSE:</b>	<b>Business Licensing (702-229-6281)</b>	<b>Refer to page <a href="#">25</a>.</b>
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If applicable, a special event producer (promoter) is responsible for obtaining any business license that might be required by the Las Vegas Municipal Code, Chapter 6.78. For more information, please contact Business Licensing.

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**ALCOHOL:****Business Licensing (702-229-6281)****Refer to page [27](#).**

Any applicant who has not hired a City of Las Vegas approved licensed caterer but intends to provide alcoholic beverages to participants during a Special Event, may be eligible to apply for a Time-Limited Special Event General (full alcohol) or a Time Limited Special Event- Beer/Wine/Cooler license no later **than 20 calendar days before the proposed special event**. Applicants must also meet all other requirements as indicated in the Las Vegas Municipal Code Chapter 6.50.205. Any special event with alcohol activity is required to provide trained security/Metro staff pursuant to (LVMC 12.02.150). Any applicant who intends to conduct a special event at a banquet or event facility, which is not licensed by the City of Las Vegas to distribute alcohol, is required to secure an approved City of Las Vegas licensed alcohol caterer. For more information, please contact Business Licensing.

**REGULATED LICENSE:****Business Licensing (702-229-6281)****Refer to page [27](#).**

Temporary event vendors who fall under one of the following categories must hold a valid City of Las Vegas Business License and must be approved for participation in the Department of Planning – Business Licensing Division: Astrology, Auctions/Auctioneers, Burglar Alarm Sales- Installation and Monitoring, Escort Bureaus, Gaming, Handgun Sales, Hypnotism, Alcohol, Locksmiths, Martial Arts Instruction, Massage, Medical Marijuana, Outcall Entertainment, Pawnbrokers and Auto Pawn, Psychic Arts, Reflexology and Secondhand Sales, Smoke Shop/Lounges. For more information, contact Business Licensing.

**TENTS:****Fire & Rescue Department (702-229-0366)****Refer to page [29](#).**

The Las Vegas Fire & Rescue – Fire Prevention Division shall review all applications for the use of temporary structures, such as tents and membrane frame-supported structures. The use of any tent or membrane structure having an excess of 400 square feet, with the exception of tents used exclusively for recreation camping purposes, requires a city Fire & Rescue Temporary Activity Permit. A current business license with the City of Las Vegas, site plan and certificate of insurance are also required when pulling a permit with the Fire Prevention Division. The permit and other relative documentation must be filed within 10 days of the event. More information regarding temporary structures and other required Fire & Rescue permits can be found starting on page 29.

**FIREWORKS:****Fire & Rescue Department (702-229-0366)****Refer to page [29](#).**

The possession or use of fireworks on City property is prohibited without the written approval of the Las Vegas Fire & Rescue Department. *Insurance, site plans, shot list and operator's license is required before issuance of permit.* For more information, please contact the Fire & Rescue Department.

**ANIMALS:****Special Events (702-229-6171)****Refer to page [29](#).**

If an applicant includes animals as part of any event activities, the Office of Administrative Services – Special Events Division shall be notified immediately. Upon notification, the Special Events Division shall notify the City of Las Vegas Department of Detention & Enforcement – Animal Control Division and the Department of Planning - Business Licensing Division.

**MEDICAL PLAN:****Fire & Rescue Department (702-229-0366)****Refer to page [29](#).**

NRS 450B.650-450b. 700 requires specific medical services at Special Events. For more information regarding a required medical plan for events, please contact the Fire & Rescue Department – Special Events Division.

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**CARNIVALS/CIRCUSES:****Business Licensing (702-229-6281)****Refer to page [29](#).**

Any special event including a carnival or circus shall require the applicant to first obtain and thereafter maintain a valid unexpired license as a producer or promoter pursuant to Las Vegas Municipal Code Chapter 6.78; and be in compliance with all operating regulations for a carnival or circus pursuant to Las Vegas Municipal Code Chapter 6.19. Any person operating or performing in the operation of a concession at a carnival must possess a valid work card obtained pursuant to LVMC Chapter 6.86. Please contact the Business Licensing Division for more information.

**ELECTRICAL USAGE:****Building & Safety Department (702-229-6251)****Refer to page [33](#).**

The Building & Safety Department shall review all temporary additional electrical usage for events. All exterior electrical usage shall be plugged into GFI protected receptacles only. All extension cords to be used outdoors must be rated for that use. Heavy rubber mats shall be placed over extension cords that pass through pedestrian or vehicular paths. The use of spider and function boxes will require a Nevada licensed electrical contractor pull an electrical permit for the event. The Building & Safety Department will determine if an electrical permit is required for special events using additional distribution of electrical power. Applications for electrical permits can be obtained through the Building & Safety Department.

**PARK RESERVATIONS:****Parks & Recreation (702-229-7529)****Refer to page [45](#).**

For special events held in city parks, please make reservations through the Department of Parks & Recreation at the number above, Monday - Thursday, 7a.m. – 5:00 p.m. For picnic shelter reservations, you may reserve online at: [www.recreation.lasvegasnevada.gov](http://www.recreation.lasvegasnevada.gov), or you may call for reservations at (702)229-7529, Monday – Thursday, 7 a.m. – 5 p.m. Please note that NO refunds will be issued due to inclement weather. Additional fees and/or insurance requirements may apply. Fees are subject to change. For more information, please contact the Parks & Recreation Department.

**BLOCK PARTIES:****Public Works (702-229-6276)****Refer to page [46](#).**

Neighborhood Block Party Applications can be submitted online to the Department of Public Works at: [Filming@LasVegasNevada.gov](mailto:Filming@LasVegasNevada.gov). A Residential Block Party Application can be found at the following Web link: [www.lasvegasnevada.gov/faces/home/public-works/special-events](http://www.lasvegasnevada.gov/faces/home/public-works/special-events). A site map must be drawn and submitted along with the application. There is no charge for a block party; however, the applicant is responsible for furnishing traffic barricades and signs necessary to close streets, roads, sidewalks associated with the block party. For other requirements, please contact Public Works.

**ENVIRONMENTAL:****Environmental Office (702-229-2338)****Refer to page [48](#).**

Any outdoor event that includes portable restrooms, food and drink preparation and distribution generally requires that the applicant submit a Storm Water Pollution Prevent Plan (SWPPP), which details the applicant's efforts to ensure no debris enters the city's storm drains in or near the event footprint area. For more information, please contact the Environmental Office.

**PORTABLE TOILETS:****Special Events (702-229-6171)****Refer to page [48](#).**

National guidelines recommend one ADA portable toilet, and one portable toilet for each gender per 75 persons. For more information, contact the Special Events Office. If the applicant provides porta potties for event goers, a Storm Water Pollution Prevention Plan (SWPPP) is required.

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# *City of Las Vegas Special Events*

## SPECIAL EVENT GUIDELINES

### A. FILING AN APPLICATION

The Special Event Permit application process begins when the applicant submits a completed Special Event Application form and site plan. A route map is also required for running/walking and/or parade events.

The Special Event Permit application must be completed and submitted within the submission time lines, by one of the following ways:

1.) Emailed to: [Events@lasvegasnevada.gov](mailto:Events@lasvegasnevada.gov);

2.) Faxed to: (702) 464-7555; or

3.) Submitted in person to the Office of Administrative Services – Special Events Division located at the Office of Administrative Services, City Hall, First Floor, 495 S. Main Street, Las Vegas, Nevada 89101.

\*\*\*\*\***Application submission time lines** are provided in the matrix on page 16 of this document.

The Special Event Permit application can be accessed by clicking on the following link:

<http://www.lasvegasnevada.gov/faces/home/public-works/special-events>. The following items must be submitted with the completed special event permit application:

- ✓ A Site Map or Layout
- ✓ A Route Map if the event is a parade, a run/walk, marathon event
- ✓ Proof of Liability Insurance (if event takes place on public property)

The Office of Administrative Services (OAS) – Special Events Division staff shall receive and process for approval, applications for events that occur within the City of Las Vegas jurisdiction, including events at city facilities, in city right-of-ways, streets and/or on any commercial properties within the corporate limits.

The OAS Special Events staff will coordinate with City Departments to approve applications.

Upon completion of the application process, the applicant will be aware of all possible fees, including vendor fees and other documentation required by any city department or outside agency.

**NOTE:** No event producer, permittee or event participant is allowed to carry or be in possession of a weapon at the location of a special event while it is taking place, except as authorized by law or as specified in a special event permit.

**NOTE:** A **letter of approval** from the property owner/management company is required, if the event producer conducts the event on property not owned or managed by the event producer.

Once all fees are paid and all city departments and relative agencies approve of the Special Event permit application, a final copy of the permit and vendor tags (if applicable) will be emailed, faxed or hand-delivered to the applicant.

For events held on public property, the applicant shall: a.) sign an agreement to hold harmless and indemnify the City, its Officers, Agents, Employees and Volunteers against any loss, cost, expense injury, damage or liability incurred; and b.) submit proof of General Liability Insurance to the City of Las Vegas, its Electeds, Agents, Employees and Volunteers. (Please see page 8 of the Special Events Permit Application located at the following link: <http://www.lasvegasnevada.gov/faces/home/public-works/special-events>.)

Please note that some special events may require a tent, film, electrical or multi-vendor permit, etc. Should the applicant be required to contact other city departments to submit additional documentation and secure additional permits required for the special event, the Office of Administrative Services – Special Events Division will notify the applicant via email correspondence and/or by telephone.

If the event footprint area or route impacts multi-jurisdictions, approval from the multi-jurisdictions will be required before a copy of the final permit is issued to the applicant.

**NOTE:** Special event applications for events scheduled to occur within city parks will be processed by the Parks & Recreation Department - Special Events Division. The Parks & Recreation – Special Events Division may be contacted by phone at: **702-229-PLAY (7529)**, or by clicking on the following Web link: [www.lasvegasnevada.gov/faces/homeparks-and-recreation](http://www.lasvegasnevada.gov/faces/homeparks-and-recreation).

The **application shall include or be accompanied by the following information:**

- (A) The dates and hours of the event;
- (B) A description of the event;
- (C) The anticipated number of customers, spectators, participants and other persons expected to attend the event for each day it is conducted;
- (D) The location and a map or diagram of the event including site plan, route map, proposed street closures and public right-of-way use;
- (E) Information regarding the proposed means of complying with ADA requirements, where proposed structures or event facilities may limit the accessibility of public rights-of-way or City facilities;
- (F) The number and locations of special event vendors, other vendors, and temporary improvements including tents and signs;
- (G) The location(s) of attendee parking;
- (H) A description of how security will be provided in accordance with LVMC 12.02.090;
- (I) A description of how safety concerns, medical needs and sanitation requirements will be addressed;
- (J) Proposed business activities, including any request for alcoholic beverage sales or service;

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- (K) Proposed entertainment activities;
- (L) The name, address and contact information for the special event producer;
- (M) The name, address and contact information for the person or organization to whom the permit is to be issued, if different from that of the special event producer;
- (N) The times at which setup for the event is proposed to commence and tear down proposed to be complete;
- (O) A description of the method of providing for neighborhood notification and, in the case of a residential block party, the method of obtaining neighborhood input from residents immediately adjacent to the affected right-of-way;
- (P) Insurance coverage proposed to be provided; and
- (Q) Such other information as may be required by the approval authority- Office of Administrative Services – Special Events Division.

## **B. SPECIAL EVENT DEFINITION**

In general terms, a Special Event is defined as any temporary commercial or private indoor or outdoor event, such as, but not limited to parades, runs, walks and other athletic events, fairs, shows, concerts, street festivals, celebrations or other events of a similar nature.

More specifically, Title 12, Chapters 2 and 6, as well as Title 6, Chapter 50, of the Municipal Code of the City of Las Vegas Nevada, adopted by City Council on June 3, 2015 define a **Special Event** as:

Any temporary event or activity:

- (A) At which one hundred (100) or more persons are expected to attend;
- (B) Whose location would not normally permit such activity to take place by means of applicable licensing regulations, zoning regulations, or other use-related regulations applicable to the location; and;
- (C) Which involves any one or more of the following:
  - (1) The use of temporary structures;
  - (2) The use of temporary electrical power and distribution;
  - (3) The consumption of alcohol;
  - (4) The presence of vendors; or
  - (5) The creation of an impact upon any public right-of-way.

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For informational purposes, the term also includes Tier 1, Tier 2 and Tier 3 special events, which are listed below. In addition to the types of events and activities listed above, the term also includes a residential block party and any other proposed event or activity that the administrative services official, upon becoming aware of the proposal, determines should be classified as a special event because of its likely impact.

The term does not include a motorized racing event as defined in LVMC 11.57.010 or an event that will take place in a City park and be subject to LVMC Chapter 13.36. In addition, the term does not include an event that is not open to the public and attendance at which is limited to invitees listed on a predefined attendance roster. **Please note that any filming, videos or photos taken of any special event for public consumption requires a Film Permit.** For more information contact the Department of Public Works at 702-229-6276.

### **C. SPECIAL EVENT TIERS DEFINED**

**“Tier 1 special event”** means a special event, other than a residential block party or a Tier 2 special event, at which fewer than three hundred persons are expected to attend.

**“Tier 2 special event”** means a special event, other than a residential block party, at which fewer than ten thousand persons are expected to attend and which involves one or more of the following:

- (A) The use of, or an impact upon, public right-of-way.
- (B) Any temporary structure, including any stage, bleachers, tent, fencing or canopy.
- (C) The use of temporary electrical power and distribution.
- (D) Sound amplification.

**“Tier 3 special event”** means a special event, other than a residential block party, at which ten thousand persons or more are expected to attend and which involves one or more of the following:

- (A) The use of, or an impact upon, public right-of-way.
- (B) Any temporary structure, including any stage, bleachers, tent, fencing or canopy.
- (C) The use of temporary electrical power and distribution.
- (D) Sound amplification.

**12.02.020** (A) Except as otherwise provided in Subsection (C), no person shall conduct, manage or operate any special event unless the City has issued a permit therefor. The requirement for a special event is in addition to any other applicable permit requirement, including without limitation:

- (1) Permits required under the Fire Code; and

- (2) Permits required under the Administrative Code and the associated building-related technical codes.
- (B) No person shall conduct, manage, operate or participate in any special event in violation of, or in any manner contrary to, the provisions of the special event permit.
- (C) The requirement of a permit under Subsection (A) may be waived by the administrative services official for any particular event upon a determination that other applicable licenses, permits or approvals are or will be in place with respect to that event and are sufficient to protect the interests of the City and the public.

**12.02.030:** This Chapter does **not** apply to the following:

- (A) The sale, offer for sale or solicitation of orders at a temporary event, convention or permanent trade show within an enclosed facility where the attendance is restricted and the general public is not permitted, unless there is an impact upon public right-of-way.
- (B) An event, convention or trade show that is the subject of and governed by a business license authorizing that event.
- (C) Any funeral procession.
- (D) Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities.
- (E) Participation by the City or the Las Vegas Convention and Visitor’s Authority in a special event, except that the City Manager or designee, in connection with that event, may impose any requirement in this Chapter, or any other reasonable requirement, that is deemed necessary or appropriate for public safety.
- (F) Filming activity governed by LVMC Chapter 12.04.

## **D. SPECIAL EVENT PRODUCER**

A special event producer is the individual or company/agency representative, who is responsible for the event and who shall file or ensures the filing of a Special Event permit application with the Office of Administrative Services – Special Events Division.

**NOTE:** A special event producer who proposes, as part of a special event, to provide vendors who do not qualify as special event vendors under the Las Vegas Municipal Code (LVMC) 12.02.010 must list those vendors specifically in the permit application, by name and by business license. A copy of the Las Vegas Municipal Code can be located at following link: [www.Municode.com](http://www.Municode.com).

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## E. SPECIAL EVENT FEES

Special event permit applications are subject to the due dates and processing fees that are set forth in the following matrix:

<b>Event Type</b>	<b>Application Processing Fee</b>	<b>Application Processing Fee (Non-profit)</b>	<b>Fee for Expedited Review</b>
Residential Block Party	N/A	N/A	N/A
Tier* 1 Special Event	\$50	\$25	\$25
Tier 2 Special Event	\$175	\$90	\$90
Tier 3 Special Event	\$300	\$150	\$150

\*Tiers defined on pages 13-14 of this document.

The amount of the application processing fee must be paid at the time of application or within such additional timelines as authorized (in writing) by the Special Events Division.

The City has no obligation to process an application or issue a permit unless and until the application processing fee is paid.

The application processing fee is separate from, and does not include, fees chargeable by other departments and functions of the City for services provided. As a courtesy, the Office of Administrative Services may provide an applicant a list of fees and other requirements to be imposed by other departments and functions, but the failure to do so creates no remedy.

In order to be eligible for the reduced processing fee indicated in the above matrix for non-profit organizations, the special event producer must provide documentation regarding non-profit status that is satisfactory to the City Manager or designee.

**NOTE:** If an event producer conducts a parade, run/walk or marathon event and includes temporary seating, such as **bleachers** for spectators, the bleachers can be reserved through the Special Events Division. Rental fees will be applied for the use of the stand/**stage** and bleachers.

## F. APPLICATION SUBMISSION DEADLINES:

<b>Event Type</b>	<b>Application Due Date</b>
Residential Block Party	5 days before event
Tier 1 Special Event*	15 days before event
Tier 2 Special Event*	45 days before event
Tier 3 Special Event*	90 days before event

📌 Tiers defined on page 13-14 of this document.

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## G. SAFETY PLAN

As a follow-up to the safety-related information provided in the Special Event permit application, the applicant may be required to submit a comprehensive safety plan to detail how the safety of persons in and around the area of the special event will be provided for.

The safety plan:

- (A) Will take into account the number of streets, intersections and driveways to be blocked and the impact on emergency service access to and egress from the site, as well as access to fire hydrants;
- (B) Must first be approved by Fire and Rescue; and
- (C) Must include a medical plan that:
  - (1) Takes into account the size, location, date, time, duration of the event, as well as the type of event, venue surface material, weather conditions, and presence, if any, of alcoholic beverages; and
  - (2) Complies with applicable provisions of NRS 450B.650 through 450B.700, as well as Section 1150 of the Emergency Medical Services Regulations promulgated by the Health District.

## H. SECURITY PLAN

As a follow-up to the security-related information that is included in a special event permit application, the applicant may be required to submit a comprehensive security plan to detail how order will be preserved and property protected in and around the location where the event is to be conducted.

The security plan shall be based on the size, location, duration, time and date of the event; the expected service and consumption, if any, of alcoholic beverages; the number of streets and intersections blocked; and the need to detour or preempt vehicular or pedestrian travel and use of public rights-of-way.

A required security plan must first be approved by Metro, and shall include the number and security rank of personnel Metro determines necessary for the special event.

The decision whether or not to approve a security plan shall be based on:

- (1) The use of police officers of Las Vegas Metropolitan Police Department;
- (2) Funds to engage the specified number of police officers, at an appropriate hourly rate for police officers, shall be deposited with Metro at least ten days prior to the date of an event; and
- (3) Police officers shall be under the complete direction and control of Metro.
- (4) The use of **drones** is generally prohibited, unless a Federal Aviation Administration 333 exemption is granted.

**NOTE:** A special event producer may file a request for review concerning a decision by Metro in order to propose alternative security measures. Such a request must be filed with the administrative services official within five days after Metro’s decision. The review will be conducted independently by each of the security review authorities.

**Additionally,** Should Metro be hired to provide security for the event, a certificate of insurance naming Metro as *Additional Insured* shall be required.

Alternative security measures may be approved and implemented, if both security review authorities independently determine that such measures will provide equivalent or acceptable security for the event.

## **I. REQUIRED APPROVAL AUTHORITIES**

Upon receipt of an application, the Office of Administrative Services- Special Events Division shall review the application as well as forward a copy to other departments and agencies as deemed appropriate, which may include without limitation:

- (1) Office of Administrative Services;
- (2) Public Works;
- (3) Business Licensing Division;
- (4) Building and Safety, if applicable;
- (5) Fire and Rescue;
- (6) Planning; and
- (7) Las Vegas Metropolitan Police Department (Metro).

Receipt of an application shall be acknowledged by the Office of Administrative Services – Special Events Division shortly after receipt of the application. The Office of Administrative Services – Special Events Division shall notify the applicant in writing - within a reasonable time following receipt of the application- of any action to approve, deny or return the application as incomplete.

The following event activities require the listed approval authorities:

(A) Special Event Permit application – Office of Administrative Services Official or designee;

(B) Residential Block Party Director of Public Works or designee;

(C) Events with multiple street closures on multiple days – City of Las Vegas City Council.

For purposes of receiving and processing an application up until the time of Council action, the Administrative Services official shall act on behalf of the City Council.

(D) Events to occur in the Fremont East Entertainment District (FEED) and/or in the Fremont Street Experience (FSE) jurisdiction require written approval from the governing bodies prior to the event date.

Unless otherwise waived by the approval authority of the Office of Administrative Services – Special Events Division, a copy of the final permit shall be issued to the applicant, providing the following requirements have been met:

- (1) The permit application has been approved by the reviewing departments or agencies.
- (2) The applicant has obtained and provided for events held on public property the required satisfactory evidence of insurance policies, bonds and other means of securing obligations;
- (3) The applicant has obtained all necessary permits and approvals from other agencies, including the Nevada Department of Transportation and other agencies having jurisdiction in the case of a special event affecting State rights-of-way;
- (4) The applicant has contracted with Metro for any necessary security services or has otherwise provided for security under an approved security plan;
- (5) The applicant has contracted with one or more qualified emergency service providers as necessary to comply with an approved medical plan;
- (6) The applicant has obtained approval of any necessary temporary traffic control plan by the Transportation Manager of designee;
- (7) The applicant has obtained or caused to be obtained all required business licenses to conduct the activities proposed for the special event;
- (8) The applicant has complied paid in advance all required fees, and agreed to comply with the conditions to be imposed upon the permit;
- (9) The activities proposed for the special event will not violate applicable noise restrictions;
- (10) The concentration of persons and equipment will not unduly interfere with normal and proper fire and police protection services, ambulance services, or with the orderly operation of public roadways, sidewalks, hospitals, parks, schools, or other public and quasi-public institutions;
- (11) The applicant has provided reasonable means for informing all interested persons or persons whose commercial interests may be adversely impacted of the special event, and has an appropriate plan to inform persons participating in the event of the terms and conditions of the permit and of applicable laws; and
- (12) In the case of a residential block party or other similar neighborhood event, the applicant has submitted a petition in favor of the event signed by at least seventy-five (75) percent of the residents of the block or area to be occupied by the event.

**NOTE:** The approval authority or Office of Administrative Services – Special Events Division may deny a permit upon an unfavorable determination regarding any of the items described above. In addition, the approval authority may deny a permit if the applicant, in connection with a previous special event permit issued to the applicant, has:

- (1) Violated a condition of that previous permit; or

- (2) Violated a provision of the Las Vegas Municipal Code in connection with the event authorized by that permit.

(D) Independent of any other provision, the approval authority or Director may deny or withhold further action on a permit application upon a determination that:

- (1) The permit application is incomplete or a submittal has not been submitted in a timely manner; and
- (2) There is insufficient time remaining before the date of the proposed special event for the application to be processed, reviewed and approved even if the application is completed or the required submittals received.

## **J. CERTIFICATE of INSURANCE**

At least ten days before a special event to be held on public property, the applicant must provide satisfactory proof of having secured such policies of commercial general liability, automobile liability, and worker's compensation as the Director may require. **Any event including closures of public roads, streets, lanes, alleys and sidewalks also requires the applicant to obtain and submit satisfactory proof of insurance.**

Any such policies:

- (1) Must be issued by one or more insurance companies authorized to do business in Nevada, with coverage designated for the premises where the special event will take place, including any public property, facility or right-of-way belonging to the City;
- (2) Must name the City and Metro as additional insureds;
- (3) Must have policy limits in amounts determined by the City's Risk Manager; and
- (4) Must include the minimum requirements (subject to modification based on type of event/activity):
  - Commercial General Liability: Minimum \$1M per Occurrence/\$2M Aggregate with a Waiver of Subrogation by Endorsement. Must include Contractual Liability, Premises and Operations, and Personal Injury (and Fire Damage Legal if activities are in a City of Las Vegas facility)
  - Workers Compensation. Nevada Statutory Limits. Employer's Liability Minimum \$1M with Waiver of Subrogation by Endorsement. **(This is proof only that your organization/business has Workers Compensation coverage for applicant's employees, Nevada State Law.)**
  - Insurer must be allowed to do business in Nevada or written through a Nevada-licensed broker
  - List the following on the certificate of insurance\*:
    - a.) The City of Las Vegas, its Elected Officials, Officers, Agents, Employees and Volunteers  
495 S. Main Street  
Las Vegas, NV 89101

b.) The Las Vegas Metropolitan Police Department  
400 S. Martin L. King Blvd  
Las Vegas, NV 89106

(\*Required for all sidewalk and road closures)

**If the event foot print includes the area of Fremont Street between Las Vegas Blvd and 8<sup>th</sup> Street, the below must also be added as additional insured:**

- Fremont Street East Downtown Entertainment District (FEED)  
107 N. 6<sup>th</sup> Street  
Las Vegas, NV 89101

**If the event footprint area includes Fremont Street Experience, the below must also be added:**

- Fremont Street Experience LLC. (FSE)  
425 Fremont Street  
Las Vegas, NV 89101

**If the event footprint area includes Nevada Department of Transportation street or highway right-of-way, the below must also be added:**

- Nevada Department of Transportation  
State of Nevada  
123 E. Washington Avenue  
Las Vegas, NV 89101

**If contracting with the Downtown Project to produce an event, the below must also be added:**

- Downtown Project  
707 Fremont Street  
Las Vegas, NV 89101

**Additionally,**

- **Certificate must include a thirty-day notice of cancellation provision (10 days for non-payment of the certificate premium) AND Insurer must be allowed to do business in Nevada or written through a Nevada-licensed broker.**

By filing an application for a special event permit, the applicant represents, stipulates and agrees as follows:

- (1) If the application is submitted or executed on behalf of any other person, organization, firm, or corporation, that the person so doing is fully authorized to act and contract for such other person, organization, firm or corporation; and
- (2) That the applicant, and any other persons, organizations, firms and corporations on whose behalf the application is made, agrees that they will jointly and severally indemnify and hold the City and its agents or employees, harmless against liability for any and all claims for damages to property or injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the special event or its participants. A copy of the *Hold Harmless* form is included in the Special Event application, which can be found at: [Special Event Permit Application](#).

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## **K. NOISE RESTRICTIONS**

The approval authority may deny a special event permit or impose restrictions upon time, place, manner and degree of loudness of any noise amplification in order to prevent:

- (A) Undue annoyance to persons;
- (B) A public nuisance;
- (C) Interference with pedestrian and vehicular traffic;
- (D) Interference with schools, churches or other assemblies;
- (E) A disturbance of the peace; or
- (F) Because of excessive noise or an accumulation of noises that is a hazard to a person's health.

For more information, please see the City of Las Vegas Municipal Code Chapter 6.76.

## **L. EVENT LIGHTING REQUIREMENTS**

For any special event that takes place after dark or following, and at which event-goers attending may remain on the premises after dark, the applicant shall provide electrical illumination to insure that occupied areas are lighted at all times of occupancy.

The Department of Building & Safety shall approve the use of all temporary lighting for the event footprint area. The Department of Public Works- Transportation Engineering Division will approve the required placement of warning lights in street, road, and lane rights-of-way. A traffic control fee will be applied for the review of traffic control plans, which include temporary warning lights. For more information regarding traffic control fees, please contact the Department of Public Works at 702-229-6276.

## **M. AMERICAN WITH DISABILITIES ACT (ADA)**

The special event applicant shall be responsible for the special event's compliance with applicable ADA requirements.

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## N. CLOSURES- (Road, Street, Alley, Lane, Sidewalk)

A Traffic Control plan shall be prepared by a local/licensed barricade company when proposing road/street/lane/sidewalk disruptions or closures. Barricade companies shall submit directly to the City of Las Vegas, Department of Public Works – Transportation Engineering Division for review\*. The Las Vegas Metropolitan Police Department support may be required to assist with traffic control.

The following documentation is required for all right-of-way closures:

1. A map of proposed street closures shall be submitted with all road/lane closure requests. The map shall include; surrounding street names, directional arrows and fire lanes;
2. When street light or traffic signal modifications are requested, a site plan shall be submitted with the request; and
3. A parking variance shall be completed and submitted for all zone variance requests.

\*According to a fee schedule established by the City pursuant to Section 13.40.050 of the Las Vegas Municipal Code, the City Traffic Engineer shall bill the responsible party for the traffic control plan review.

## O. REQUIRED DRAWINGS (Site and Floor Plans)

**A site plan for special events is required and shall include:**

1. The entire property shall be depicted. Alternatively, if only a portion of the site will be used, a reduced location map of the entire property indicating the extent of the use shall be provided along with a larger, detailed plan of the area of use.
2. The site plan should be to scale. **NOTE:** A delay in the submittal of site plans may result in denial of the application.
3. Aerial photographs of a site may be used as the base for a site plan, but must contain sufficient information for the review. If the event is to be held partially or completely inside a building, the building(s) shall be indicated in the plan/aerial, and a floor plan shall also be required.
4. Site plans shall contain the following information at a minimum (as applicable; more information may be required that is specific to the event on a case-by-case basis):
  - a. Location of all buildings on the site.
  - b. Location of all parking on the site, including access driveways and drive aisles, North arrow and streets.
  - c. Location and types of all temporary structures, i.e. tents, service bars, water stations, concessions, stages, bleachers, portable restrooms, animal pens, etc. Please include location and orientation of speakers, if a sound amplification system is to be used.
  - d. Location of all temporary barricades/fences, with access points noted.
  - e. Location of all large dumpsters/trash collection areas provided for the event. Individual trash can locations are not required.
  - f. Location of all generators.
  - g. Location of all signage.



**A floor plan shall be required for special events located within a building, and shall include:**

1. The entire building *area* used for the event. This could be the entire building or just a portion of the building, i.e. a single floor or suite.
2. Location of all entrances/exits. If only a portion of the building is depicted, required exiting must be shown.
3. Location of all temporary service bars, stages, concessions, etc.
4. Location of and access to restrooms.

**P. MEDICAL MARIJUANA**

Only a City-based, licensed medical marijuana establishment may possess, display, sell, or allow marijuana, or marijuana infused products on its premises.

It is unlawful for any person to engage in any form of business or commerce activity involving the cultivation, processing, manufacturing, storage, sale, distribution, or transportation of marijuana within the City of Las Vegas limits without an approved Medical Marijuana Establishment license and State approval under NRS 453A.

Event promoters and businesses may not allow vendors or exhibitors to smoke, ingest, display, possess, distribute, give away, or sell any marijuana or THC products regulated under NRS 453A at any licensed business establishment or special event. The business licensee is responsible for preventing the use, smoking, ingestion, consumption, sale, or distribution of any marijuana, edible marijuana, or marijuana-infused products at the permitted event and on its premises.

**Q. EVENT SIGNAGE**

**An event sign plan is required, if applicable, and shall include:**

5. A site plan noting the location of all proposed signage for the event
6. Elevations of all proposed signage. Elevations should note the type and dimensions of each sign.

*Signage will not be included in the permit approval unless this information is provided.* This requirement does NOT include signage required for traffic control, which is approved separately as part of the traffic control plan.

**NOTE:** An additional fee may apply for temporary event signage.

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## R. PARKING SERVICES

City of Las Vegas Parking Services is responsible for parking enforcement within city boundaries, as well as assisting in the setup of events. The following is an outline of the steps and procedures needed to ensure the successful reservation of meter spaces and/or lot rentals for all special events. Our goal is to ensure your special event will be a pleasant experience with regards to securing the spaces or lots needed. We will assist in any way we are able to make it a success and we are available to answer any and all questions you may have. Our contact numbers are 702-229-1035 or 702-229-6085.

There are 2 components to our services: Lot Rental and On Street Metered Parking-

- 1) Lot Rental
  - a) Event date and times are needed.
  - b) Foot Print of Event-Will help determine which lots will be affected by the event
  - c) Rental of an entire parking lot will require an agreement signed by the event organizers and the City Manager and/or lot owner along with a certificate of insurance.
  - d) Cost- will vary depending on the parking lot (or portion) that is leased.
  - e) Payment- is required in advance and in full before the scheduled event. Payment can be made by check, or with a valid Visa, Master Card, American Express or Discover credit card.
  - f) Reservation-When the reservation process is completed, Parking Services will reserve the parking lot prior to the scheduled event.
  
- 2) On Street Metered Space Reservation\*
  - a) Event date and times are needed.
  - b) Foot Print of Event-Will help determine which meter spaces will be affected by the event
  - c) Meter prices vary as to times of operation, days of operation and meter rates.
  - d) Cost- will be determined at the revenue replacement rate. This is the average revenue that each space generates.
  - e) Each meter that is affected will have a \$20.00 meter bag fee, in addition to the revenue replacement average total. The number of meters requiring the hood fee varies as to the foot print of the event.
  - f) Payment- is required in advance and in full before the scheduled event. Payment can be made by check, or with a valid Visa, Master Card, American Express or Discover credit card.
  - g) Reservation- When the reservation process is completed, Parking Services will reserve the space or spaces prior to the scheduled event.

**\*Please note that it is not legal for an event organizer to have vehicles towed from a city street even if the street is closed for the event. Any organizer needing to have vehicles moved in order to set up tents, stages or other infrastructure must coordinate in advance.**

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## S. BUSINESS LICENSING – (Alcohol, Vendors, Multi-Vendor Permit, Licenses)

### **VENDORS**

A *special event vendor* means any person who sells, offers for sale or solicits orders for the sale of goods or services. **Mobile Food Truck Vendors** must be licensed in the City of Las Vegas. A list of privileged license vendors must be submitted with the permit. Examples of privileged vendors are alcoholic beverage; burglar alarm services; erotic dance establishment; gaming; ice cream truck; locksmith and safe mechanic; massage establishment; medical marijuana, pawnbroker; psychic arts and science; reflexology; secondhand dealer, smoke shop/lounges. **NOTE:** It is unlawful to distribute or sell food products without first securing and maintaining active health permits and health cards required by the Southern Nevada Health District. For more information, please contact the City of Las Vegas Business Licensing Division.

### **MULTI-VENDOR PERMIT**

“A Multi-Vendor Permit” means a permit issued to any city license professional promoter who organizes an event with two or more temporary vendors and /or exhibitors, who may display, sell offer for sale or solicit orders for the sale of goods or services for less than 30 days at a temporary commercial event at one of the below-listed licensed establishments. The term does not include a parade vendor or any other exhibitor or vendor at a special event that has been approved by means of a special event permit pursuant to LVMC Chapter 12.02:

- (1) Convention Center;
- (2) Cultural Establishment;
- (3) Permanent Trade Show Facility;
- (4) Resort Hotel;
- (5) Event Plaza;
- (6) Pedestrian Mall;
- (7) Government Facilities or Parks.

(A) “Multi-Vendor Permit” who proposes a qualifying multi-vendor event and desires to have all vendors and exhibitors covered by one permit must first obtain a multi-vendor permit in accordance with the Las Vegas Municipal Code Chapter 6, Section 6.78.037-Special Event Producers or Promoters.

(B) Application for a multi-vendor permit under this Section must be made on a form provided by the Department and shall include the following information and documentation:

- (1) The date or dates on which the event is proposed to take place;
- (2) The location at which the event is proposed to take place;

(3) Each contract or agreement by which the applicant has established the right to stage or operate the event at the proposed location(s);

(4) The individual locations at which vendors and exhibitors will be stationed;

(5) A description of the nature of the goods or services to be displayed, sold, or offered for sale by vendors and exhibitors, as well as a description of the methods such vendors and exhibitors will use in connection with vending or exhibition;

(6) A list of each vendor and the vendor's state sales tax identification number or temporary sales tax permit number; and

(7) Such additional information or documentation as the Director may require in order to determine the advisability of issuing a permit.

(C) Except as otherwise provided in this Subsection (C), an application for a multi-vendor permit must be submitted at least ten business days before the desired commencement date for the event. An application submitted later than the deadline described in the previous sentence will be accepted and processed, but the Department shall be under no obligation to either grant or deny the application in time for the desired commencement date. In its discretion, the Department may issue a temporary permit pending extended review of an application, in general accordance with the provisions for temporary **business licenses** set forth in LVMC 6.02.070.

(D) Except as otherwise provided in this Subsection (D) or in Subsection (E), an applicant for a multi-vendor permit shall pay, in advance, a non-refundable processing fee of fifty dollars for each location and a vendor fee of ten dollars per day for each vendor. Vendor fees shall not apply to:

(1) The sale, offer of sale, or taking orders for goods and services from a wholesale or retail business licensed under this Title;

(2) Any charitable event conducted by or on behalf of a nonprofit organization; or

(3) An exhibitor.

(E) The Director or designee may reduce the amount of vendor fees otherwise payable by a permittee under this Section for:

(1) A City-sponsored event; or

(2) An event that will take place at a facility operated by the City of Las Vegas or the Las Vegas Convention and Visitor's Authority.

(F) Each permittee shall be responsible for reimbursing the Department for all permit related inspections conducted after the Department's normal operating hours or on weekends or holidays. Inspection fees shall be assessed for a three-hour minimum at fifty dollars per hour per staff member required to conduct the permit inspection. The permittee may also be charged inspection fees by other City departments whose inspections are required in connection with the issuance of a permit pursuant to

this Chapter, including without limitation the Department of Fire and Rescue and the land use function of the Department of Planning. All fees shall be paid at the completion of each inspection.

- (G) In connection with a multi-vendor permit issued pursuant to this Section concerning which the permittee is fully compliant, a vendor covered by the permit is exempt from the requirements of Chapter 6.80A of the Las Vegas Municipal Code (LVMC).
- (H) A professional promoter who obtains a multi-vendor permit pursuant to this Section is exempt from the special event fees and processes of LVMC Chapter 12.02 relative to activities covered by the multi-vendor permit.

(Ord. No. 6478, § 2, 11-4-15; Ord. No. 6466, § 2, 10-7-15)

## **ALCOHOL**

No person may dispense alcoholic beverages during a special event except pursuant to a license issued under the Las Vegas Municipal Code (LVMC) Chapter 6.50. Any license granted under LVMC 6.50.190 or 6.50.200 shall subject to the provisions of LVMC 6.50.205.

A special event permit does not authorize alcoholic beverages to be dispensed or consumed, or open containers of alcoholic beverages to be possessed, unless specifically authorized by the special event permit and by a separate license issued under LVMC Chapter 6.50.

## **TIME LIMITED ALCOHOL or BEER/WINE/COOLER LICENSE**

- **Licenses MUST be requested 20 days prior to event and have an approved Special Event Permit.**
- **Special Event Alcohol:** Allows the holder of the license to sell or serve alcohol beverages including alcohol, spirits, liquor, wine and beer.
- **Special Event Beer/Wine/Cooler:** Allows the holder of the license to sell or serve beer, wine and coolers.

### **Restrictions:**

- 1) Only for service or sale during the times and at the location specified on the license and in conjunction with an approved Special Event Permit per LVMC Chapter 12.
- 2) Service and sale is restricted to the premises specified in the Special Event Permit and license.
- 3) Sale and service is restricted to age 21 and over. An approved security plan must be in place to restrict access and sale to patrons over age 21.
- 4) A license issued authorizes the person to whom it is issued to exercise only those privileges permitted pursuant to LVMC Chapter 6.50.205 and licensee must follow all applicable laws and regulations for service/sale of alcohol.
- 5) A license is not transferable.

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- 6) At the conclusion of an event, all alcoholic beverages must be removed from the event premises unless they are the business premises of an establishment with a valid alcoholic beverage license.
- 7) It is unlawful for any person to sell food or beverage products without first securing and maintaining in active status all health permits and health cards required by the Health District.
- 8) The responsible party listed on the license must be present at all times alcohol is allowed on the permitted site including when sales/service is not transpiring. The responsible party must have a valid unexpired Work Card issued by the Metropolitan Police Department and a valid Alcohol Awareness Card and a Health Card.
- 9) Sales and service are only permitted to be made by the licensee and his or her employees/designees whose names must appear on an employee list maintained at the Special Event Site. All employees/designees must be over 21 years of age, and must, when required have a valid unexpired Work Card issued by the Metropolitan Police Department and a valid Alcohol Awareness Card and Health Card.
- 10) Under LVMC Chapter 6.50 a Licensee, agent, designee or employee is **prohibited** from serving or selling any alcoholic beverage\*:
- A) To a minor;
  - B) Without a valid unexpired license;
  - C) To any person who is intoxicated;
  - D) At any place where persons under twenty-one years of age are present, unless they are continuously accompanied by a parent or legal guardian.
  - E) While intoxicated.

**\* Applicants are responsible.**

**All Age Special Events with Alcohol, Accountability:**

Selling or serving alcohol to a minor is a serious offense. In Nevada, if you are caught and convicted of selling or serving alcohol to anyone under 21 years old, the person could:

- Lose their job, their work card and their ability to obtain a work card;
- Receive a large fine;
- Be forced to complete community services;
- Be sent to jail; and/or
- Have a police record.

The law is very specific. Also, if a person sells alcoholic beverages or packaged liquor to a minor they can receive the above penalties even if they didn't know the person was a minor.

**REGULATED LICENSE**

The City of Las Vegas City Council may provide, by ordinance, regulations which restrict the manufacture, distribution, sale or trade of businesses, trades and professions. Regulated Licenses include: Astrology, Psychic Arts, Auctions and Auctioneers, Burglar Alarm Sales- Installation and Monitoring, Escort Bureaus, Gaming, Handgun Sales, Hypnotism, Alcohol, Locksmiths, Martial Arts Instruction, Massage, Medical Marijuana, Outcall Entertainment, Pawnbrokers and Auto Pawn, Reflexology and Secondhand Sale, Smoke Shop/Lounges. For more information, please contact Business Licensing at 702-229-6281.

## T. FIRE PREVENTION (Tents, Fireworks, Carnivals, Medical Plan, Permits)

### LAS VEGAS FIRE & RESCUE SPECIAL EVENT PERMIT GUIDELINES

#### Application Submission Location:

Las Vegas Fire and Rescue, Fire Prevention, Special Events

333 N. Rancho Dr. Suite 500 (5<sup>th</sup> Floor)

Las Vegas, NV 89106

702-229-0366

May be submitted electronically at: [LVFirePrevention@LasVegasNevada.GOV](mailto:LVFirePrevention@LasVegasNevada.GOV).

#### Application Submission Requirements:

- Completed temporary permit application 10 business days prior to the event.
- Current Business License with the City of Las Vegas.
- Site plans for the event to include event name, days and hours of operation, on-site point of contact with phone number, description of event floor plans/site plans, road closures, exiting, total occupants for event, tents, pyrotechnics, any structures erected, north arrow and should be readable
- Insurance documents and flame certifications for tents and membrane structures. (City of Las Vegas additional insured)
- Certificate of registration from the State of Nevada, Fire Marshal's Office for Flame Performers, Pyrotechnics or special effects, insurance and safety plan. (City of Las Vegas additional insured)

Specific items that require a Las Vegas Fire and Rescue Permit per Current adopted Fire Code and Amendments;

- Any **Tent** and other Membrane Structure having an area in excess of 400 square feet.
  - \* *Exception: tents used exclusively for recreation camping purpose.*
  - \* *Tents open on all 4 sides having a maximum size of 700 square feet.*
- Pyrotechnics or special effects using open flame.
- A vehicle display within a building.
- Amusement Buildings (haunted houses etc.).
- Carnivals and Fairs, Exhibits and Trade shows. *These items are required but not limited to any requirements determined by the Fire Code Official.*

Specific items that will require Las Vegas Fire and Rescue review and approval;

- Special Events that require a City of Las Vegas Special Event Permit and Filming Permits.
- Indoor and outdoor music concerts (for occupancy and egress requirements).
- Road closures / LVFR access requirements within the City of Las Vegas (must be approved by Traffic Engineering and LVFR).
- Medical Plan requirements IAW NRS 450B .650 through NRS 450B.700 as well as Section 1150 of the Emergency Medical Services Regulations promulgated by the Health District.
- Portable cooking within the event.
- Grandstands, major stages, portable sky boxes, etc.
- Filming within the City of Las Vegas.



Specific items that might require approval by other departments within the City of Las Vegas;

- Structural permits (stages, lighting stanchions, bleachers etc.). (Building Department)
- Electrical permits (distribution). (Building Department)
- Filming Permits. (Public Works)
- Road Closures. (Traffic Engineering/Public Works)
- Food and beverage permits (Vendors). (Business Licensing)

A special events inspector will review the plans for compliance and upon approval/denial will annotate the review with any conditions required. The fire inspector will inspect the special event location for compliance and if fire code violations are found, give the promoter time to correct prior to approval. Failure to correct violations will delay approval of the special event.

After Hours Inspections – Inspections performed after 1700 hrs. (5:00pm) on weekdays and all the times on weekends may require that one or more Fire Prevention Staff or LVFR Suppression staff to be on-site during your event and will be determined prior to the event and current LVFR fees will be required.

### **Definitions:**

**Special Event/Activity** – Any assembly of more than 50 people, whether for profit or not for profit, including but not limited to; music concerts, fairs/carnivals, craft fairs, trade shows/exhibitions, festivals, or special attractions/activity using a public facility, public street or plaza areas.

**Tent** – A structure, enclosed or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

**Membrane Structure** – An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code.

- **NOTE:** *tents or membrane structures shall have a permanently affixed label bearing the identification of size and fabric or materials type and meet NFPA 701 requirements for Flame spread. Personal 10x10 tents may be used and label is not required.*
- *Smoking shall not be permitted in tents or membrane structures and have approved "No Smoking" signs visible.*
- *Combustible materials such as Hay, Straw, Shavings or similar combustible materials shall not be located within any tent or membrane structure with an assembly occupancy, except the materials necessary for the daily feeding and care of **animals**.*
- *Cooking Tents – with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 ft.*

**Portable Cooking** – “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*”.

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*“Operations such as warming, cooking demonstrations and similar operations that use solid flammables, butane, or similar devices which do not pose an ignition hazard, shall be approved.”*

- Outdoor Cooking – Outdoor cooking that produces sparks or Grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure. A “K” type fire extinguisher shall be provided and be operational, serviced and tagged by a licensed State of Nevada contractor.
- Portable Fire Extinguishers – Each Tent or booth shall be provided with an appropriate fire extinguisher with a current operational tag by an approved State Of Nevada Contractor. All extinguishers shall be mounted and visible and accessible at all times.

**Exhibit & Trade Show** – LVFR provides onsite inspections to review specific layouts, pedestrian flow, aisle width, and egress plans for the event. Fixed seating and bonding of chairs will be inspected also. A legend reflecting the event name, dates/times, estimated number of participants (on a daily basis) a brief description, and contact information.

**Carnivals / Fairs/ Festivals** – Required for events not covered under the City of Las Vegas Special Event Ordinance Bill No. 2015 – 27, Ordinance No. 6418, passed and adopted on June 3, 2015.

**Fireworks** – All activities associated with the use of pyrotechnics shall be reviewed by LVFR for compliance of State of Nevada, State Fire Marshal’s Office and current adopted fire code/amendments and current adopted NFPA 1123. *Insurance, site plans, shot list and operator’s license is required before issuance of permit.*

**Flame Effect, Theatrical Performance / Open Flame Performance** – A flame effect is the combustion of flammable solids, liquids or gases to produce thermal, physical, visual or audible phenomena before an audience. (Some examples are flame spinning, hand-held burning torches, flame acts, candle or open flames in assembly occupancy and open burning with religious services). All flame effects shall meet the all requirements of the current adopted Fire Code and NFPA 1126. *Insurance, site plans, shot list and operator’s license is required before issuance of permit. As part of the permit requirements, Fire Prevention staff and or Fire suppression/apparatus shall be on standby during all performances as determined by the Fire Code Official. (Additional fees may be required).*

**Fire / Emergency Access Lanes** – These lanes shall be a minimum of 20 feet though out the event and shall be annotated on the site plan and approved by the *Fire Code Official*.

**Site Plan** – The plan shall include but not limited to the following;

- Name of producer/promoter with dates and times of the event and contact information.
- Brief description of the event (i.e. concert, festival, car show etc.).
- Shall be clear and legible and possibly scaled from a Computer-Aided Drawings (CAD).
- The locations of all egress gates, barriers, fencing and barricades.
- Locations of all stages, any tents or membrane structures, portable restrooms, booths, displays, cooking areas, lighting stanchions, pyrotechnics / flame performers, etc.
- Estimated crowd size for the event.
- Electrical generators locations.
- Details of each cooking location identifying the method of cooking, locations of flammable gases or barbeque grills and extra storage tanks.

**Crowd Managers** – When anticipated crowds will be over 1,000 people, a trained crowd manager or crowd manager/supervisors at a ratio of 1 crowd manager for every 250 people over the 1,000 people, shall be required.

**Medical Plan** – Medical Plans shall be required IAW NRS Chapter 450B.650 – 450B.700, Emergency Medical Services at Special Events.

- *"Special event" means a temporary event, including, without limitation, a concert or sporting event, at which 2,500 or more persons are projected to be in attendance at the same time. The term does not include a temporary event held at a location which is designed to host concerts, sporting events, conventions, trade shows and any other similar events and which has permanently established methods for providing first-aid or emergency services at the location."*
- These requirements start at 2,500 or more persons and have tiered requirements for total amount of people up to but not limited to 100,000 people.
- Shall be in compliance of Las Vegas Health District section 1150 of the Emergency Medical Services Regulations.
- These requirements shall be submitted to LVFR 14 days prior to the event for review and approval.

Additional medical requirements shall be required depending on the time of year (seasonal), size and demographics of the event.

Requirements for Emergency medical personnel may be privately hired and /or LVFR may be hired following the current fee schedule.

#### **Indoor Requirements:**

- Shall be an Assembly type of occupancy and occupant load sign shall be posted and adhered to.
- Exits and Emergency lighting – Exits shall be identified by illuminated "exit signs" and "emergency lights" and all shall be operational.
- All exits shall be unobstructed and unlocked and operational at all times.
- Fire Protection Equipment – systems and equipment such as Sprinklers, Fire Alarms, Cooking Hood Systems and Fire Extinguishers shall be unobstructed and operational.
- Display of motor vehicles – Liquid and gas-fueled vehicles and equipment used for display shall have the batteries disconnected and fuel shall be limited to ¼ tank or 5 gallons, whichever is less. Fuel tank openings shall be secured and sealed to prevent the escape of vapors.

**Compressed Gas Cylinders** - Compressed Gas Cylinders shall be stored in an upright position and secured to prevent accidental tip over. All Compressed gas Cylinders shall be equipped with approved regulators, hoses and equipment.

**Fire Access** – A 20 foot fire lane shall be provided for all events for emergency access.

- Parking, Display or obstructions in front of Fire Hydrants, Fire Department Connections (FDC's), or access doors for fire protection equipment shall be prohibited at all times.

*Specific Information sheets are available (Tents, Cooking, Banquet Table and Chair placement, Carnivals/Fairs, Crowd Managers, Exhibits and Trade Shows, Flame Effects/Performers, Pyrotechnics, and Special Amusements Buildings) upon request and can also be found on the City of Las Vegas Web site under Las Vegas Fire and Rescue. Please contact the LVFR Special Events staff at 702-229-0366 for any questions or concerns.*

## **U. BUILDING & SAFETY GUIDELINES (Electrical, Structural)**

The Building & Safety Department shall review all temporary additional electrical usage for all special events. Once the applicant indicates the additional distribution of electrical power will be used during a special event, the Special Events Division will notify the Building & Safety Department. Should an electrical permit be required for the special event, the applicant will be notified by the Special Events Division and the Department of Building & Safety. For more information regarding distribution and required permits, please see pages 34-44.

The below information presents guidelines, which address the additional distribution of electrical power and temporary structural erection/installation during 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.

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## **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.

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## **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](mailto: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.

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## **PERMIT FEES**

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

A. **TEMPORARY PLATFORMS AND STAGES**

\$173 plan review fee, plus \$209 inspection fee, plus \$55 administrative fee for each platform

B. **TEMPORARY ELECTRICAL POWER DISTRIBUTION SYSTEMS**

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

C. **TEMPORARY GRANDSTANDS AND BLEACHERS**

- Up to 3 Tiers or 300 Linear Feet:

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

- Each Additional 3 Tiers or 300 Linear Feet:

Add a \$44 permit inspection fee

D. **EXTERIOR ELECTRICAL AND PLUMBING SERVING A TEMPORARY MODULAR BUILDING**

- Electrical Permit

\$64 permit fee, plus \$55 administrative fee

- Plumbing Permit

\$95 permit 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](mailto:rclark@lasvegasnevada.gov)

## **ELECTRICAL INSPECTION GUIDELINE**

An electrical permit is required for the installation of temporary electrical distribution systems serving special events. In addition, the required electrical permit may only be issued to a Nevada licensed Electrical Contractor. The following guidelines are intended to assist electrical contractors in obtaining electrical inspection approval of temporary wiring installed in conjunction with special events. The below requirements are a summary of the requirements Article 525 and 590 (as applicable) of the *2011 National Electrical Code* applicable to carnivals, circuses, fairs and similar special events. However, the electrical contractor is responsible to ensure that such installations conform to all applicable NEC requirements whether or not those requirements are included in the below summary.

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## PORTABLE AND VEHICLE –MOUNTED GENERATORS (ARTICLE 250.34)

### (A) Portable Generators

The frame of a portable generator shall not be required to be connected to a grounding electrode conductor as defined in Article 250.52 for a system supplied by the generator under the following conditions:

- (1) The generator supplies only equipment mounted on the generator, cord-and-plug-connected equipment through receptacles mounted on the generator, or both , and
- (2) The normally non-current-carrying metal parts of equipment and the equipment grounding conductor terminals of the receptacles are connected to the generator frame.

#### COMMENT:

**Portable generators that do not serve subpanels do not require a separate grounding electrode. However, if the portable generator serves a subpanel, then the generator must be connected to an approved grounding electrode.**

## II. POWER SOURCES

### SERVICES (ARTICLE 525.10)

#### (A) Guarding

Service equipment shall not be installed in a location that is accessible to unqualified persons, unless the equipment is lockable

#### SERVICES (ARTICLE 525.10[A]) CONTINUED:

#### (B) Mounting and Location

Service equipment shall be mounted on solid backing and be installed so as to be protected from the weather, unless of weatherproof construction.

#### COMMENT:

**The working clearances specified in Article 110.26 are applicable.**

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## **MULTIPLE SOURCES OF SUPPLY (ARTICLE 525.11)**

- Where multiple services or separately derived system, or both, supply portable structures, the equipment grounding conductors of all the sources of supply that serve such structures separated by less than 12 feet shall be bonded together at the portable structures.

### **COMMENT:**

**Article 250.30 also applies and requires separately derived systems (such as transformers) be grounded. Article 250.52 specifies the type of grounding electrode and Article 250.66 specifies the required size of the grounding electrode conductor.**

- The bonding conductor shall be copper and sized in accordance with Table 250.122 based on the largest overcurrent device supplying the portable structures, but not smaller than 6 AEG.

## **III. WIRING METHODS**

### **WIRING METHODS (ARTICLE 525.20)**

#### **(A) Type**

- Where flexible cords or cables are used, they shall be listed for extra hard usage where subject to physical damage.
- Where used outdoors, flexible cords and cables shall also be listed for wet locations and shall be sunlight resistant.

### **COMMENT:**

**Cables and cords listed and identified as SEW, SEOW, SEOOW, SOW, STW, STOW, STOOW and W are approved for extra hard usage and wet locations pursuant to NEC Table 400.4.**

- Where flexible cords or cables are use and are not subject to physical damage, they shall be permitted to be listed for hard usage.

**COMMENT:**

**Approved cords and cables are listed in NEC Table 400.4**

**(D) Splices**

- Flexible cords or cables shall be continuous without splices or tap between boxes or fittings.

**COMMENT:**

**Splices shall be contained in a junction box.**

**(E) Cord Connectors**

- Cord connectors shall not be laid on the ground unless listed for wet locations.
- Connectors and cable connections shall not be placed in audience traffic paths or within areas accessible to the public unless guarded.

**(G) Protection**

- Flexible cords or cables accessible to the public shall be arranged to minimize the tripping hazard and shall be permitted to be covered with nonconductive matting, provided that the matting does not constitute a greater tripping hazard than the uncovered cables. It shall be permitted to bury cables. The requirements of Article 300.5 shall not apply.

**COMMENT:**

**Protection of cords or cables does not eliminate the requirement for hard usage rated cords and cables.**

**(H) Boxes and Fittings**

- A box or fitting shall be installed at each connection point, outlet, switchpoint, or junction point.

**COMMENT:**

**Boxes shall be listed for the location in which they are located. For example, boxes installed outdoors shall be listed for wet locations.**

## **RIDES, TENTS AND CONCESSIONS (ARTICLE 525.21)**

***Note: Electrical permits are not required for electrical equipment serving tents.***

***Amusement rides are regulated by the "City of Las Vegas 2010 Amusement and Transportation Rides Code."***

### **(A) Disconnecting Means**

- Each portable structure shall be provided with a disconnection switch located within sight of and within 6 feet of the operator's station.
- Where accessible to unqualified persons, the enclosure for the switch or circuit breaker shall be of the lockable type.

### **COMMENT:**

**A portable stage is a portable structure. Accordingly, all stages with electrical equipment installed in or on the stage shall have a disconnect. The disconnect is required to be readily accessible. In addition, disconnects installed outdoors shall be rated for wet locations. Such disconnects shall be properly supported.**

### **(B) Portable Wiring Inside Tents and Concessions**

- Electrical wiring for lighting, where installed inside of tents and concessions, shall be securely installed and, where subject to physical damage, shall be provided with mechanical protection.
- All lamps for general illumination shall be protected from accidental breakage by a suitable luminaire or lampholder with a guard.

## **PORTABLE DISTRIBUTION OR TERMINATION BOXES (ARTICLE 525.22)**

### **(A) Construction**

- Boxes shall be designed so that no live parts are exposed to accidental contact.
- Where installed outdoors, the box shall be of weatherproof construction and mounted so that the bottom of the enclosure is not less than 6 inches above the ground.

### **(B) Busbars and Terminals**

- Busbars shall have an ampere rating of not less than the overcurrent device supplying the feeder supplying the box.
- Where conductors terminate directly on busbars, busbar connectors shall be provided.

## **PORTABLE DISTRIBUTION OR TERMINATION BOXES (ARTICLE 525.22) CONTINUED:**

### **(C) Receptacles and Overcurrent Protection**

- Receptacles shall have overcurrent protection installed within the box.
- The overcurrent protection shall not exceed the ampere rating of the receptacle, except as permitted in Article 430 for motor loads.

## **GROUND-FAULT CIRCUIT-INTERRUPTER (GFCI) PROTECTION IS REQUIRED**

### **ARTICLE 525.23)**

#### **(A) Where GFCI Protection Is Required.**

The ground fault circuit interrupter shall be permitted to be an integral part of the attachment plug or located in the power supply cord, within 12 inches of the attachment plug. Listed cord sets incorporating ground-fault circuit interrupter for personnel shall be permitted.

- (1) 125-volt, single-phase, 15- and 20-ampere non-locking-type receptacles used for disassembly and reassembly or readily accessible to the general public.
- (2) Equipment that is readily accessible to the general public and supplies from 125-volt, single-phase, 15- or 20-ampere branch circuit

#### **COMMENT**

**Exterior receptacles listed for use in wet locations in the vertical position shall be installed in the vertical position**

#### **(B) Where GFCI Protection is Not Required.**

Receptacles that only facilitate quick disconnecting and reconnecting of electrical equipment shall not be required to be provided with GFCI protection. These receptacles shall be of the locking type.

#### **(C) Where GFCI Protection Is Not Permitted**

Egress lighting shall not be protected by a GFCI.

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## **IV. GROUNDING AND BONDING**

### **EQUIPMENT BONDING (ARTICLE 525.30)**

The following equipment connected to the same source shall be bonded:

- (1) Metal raceways and metal-sheathed cable
- (2) Metal enclosures of electrical equipment
- (3) Metal frames and metal parts of portable structures, trailers, trucks, or other equipment that contain or support electrical equipment.

#### **COMMENT:**

**The metal portions of portable stages shall be bonded.**

The equipment grounding conductor of the circuit supplying the equipment in items (1), (2) or (3) that is likely to energize the metal frame or part shall be permitted to serve as the bonding means.

### **EQUIPMENT GROUNDING**

- All equipment to be grounded shall be connected to an equipment grounding conductor of a type recognized by Article 250.118 and installed in accordance with Parts VI and VII of Article 250.
- The equipment grounding conductor shall be connected to the system grounding conductor at the service disconnecting means or, in the case of a separately derived system such as a generator, at the generator or first disconnecting means supplied by the generator.
- The grounded circuit conductor shall not be connected to the equipment grounding conductor on the load side of the service disconnecting means or the load side of a separately derived system disconnecting means.

### **GROUNDING CONDUCTOR CONTINUITY ASSURANCE**

The continuity of the grounding conductor system used to reduce electrical shock hazards as required by Article 250.114, 250.138, 406.3(C), and 590.4(D) shall be verified each time that portable electrical equipment is connected.

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## V. PARKS & RECREATION– (Events in City Parks)

A Park Special Event Use Permit issued by the Parks & Recreation Department is needed when one or more of the following criteria applies to your event or activity:

- exclusive use of a park pavilion/picnic shelter
- 75 or more people expected at an area other than a park pavilion/park shelter
- amplified music (DJ, PA System, or live musical entertainment)
- fee collection on City property (donations, admissions, concession, or merchandise sales)
- use of temporary structures or facilities, such as tents, shade structures, stages, and/or booths
- use of amusement devices (such as bounce house, dunking booth) at an area other than a park pavilion/park shelter
- the closing of interior park roads and/or other city streets
- the general public is invited or notified by the media
- animals on display, for show, or for rides
- any apparatus for aviation ascent or descent into a park
- any private wedding or reception held on city property
- use of a park pavilion/picnic shelter in a manner other than their specified recreational use

**Note:** To reserve a park pavilion/picnic shelter, contact Pavilion/Picnic Reservations at (702) 229-7529. To reserve an athletic sports field, contact Sports Field Reservations at (702) 229-1624.

It is recommended that Park Special Event Use applications be submitted at least 30 days prior to your event. Applicants desiring to hold major events, especially those that are publically advertised, should submit their applications at least 90 days in advance, as pre-event meetings with City staff may be required.

**Note:** *The City of Las Vegas Department of Parks and Recreation -Park Reservations and Park Special Events Unit make no representations whatsoever that any of its park facilities are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any park facilities are safe and appropriate for any intended use. Permit holders are expected to inspect any park facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Park Special Events Unit in writing of any perceived unsafe or dangerous conditions.*

For information regarding the Parks & Recreation fee Schedule, insurance requirements, banner and sign policy, vendor policy, licensing and permits information, please contact Parks & Recreation at: [702-229-PLAY \(7529\)](tel:702-229-PLAY).

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## W. NEIGHBORHOOD BLOCK PARTIES

Block Party Applications can be submitted via email to: [Filming@LasVegasNevada.gov](mailto:Filming@LasVegasNevada.gov); or can be hand-delivered to the City of Las Vegas Office Department of Public Works, at 333 N. Rancho Drive, Ninth Floor, Las Vegas, Nevada 89106. Please note that the City of Las Vegas Public Works office hours are Monday - Thursday from 7:30 am - 5:30 pm closed Fridays.

- **REQUIRED SITE MAP:** A site map must be drawn and submitted with the application. The map shall provide an overview of your event, including surrounding streets, any amusement activities, tents, barbecues, table and chair placements, or any other large items, which will be used. The diagram must include a 12 foot fire lane on the street for emergency vehicle access. The lane must be clearly marked on the diagram and must remain vacant of any objects during the Block Party.
- **FEES:** There is no charge for a block party, however, the applicant is responsible for furnishing the traffic barricades and signs necessary to close the street.
- **PERMIT REQUIREMENTS:**
  - ✓ Hand carry the petition to conduct the neighborhood block party to each neighbor and obtain proof of notification in form of signatures on the petition. If a house is vacant, indicate that on the petition.
  - ✓ An account for all of the addresses on the block and abutting properties to the closed street must be provided in writing.
  - ✓ For rental properties, if you cannot obtain signatures from the individual units, you can obtain signatures from the property management company or landlord.
  - ✓ Document all attempts to obtain property owner/representative signature of notification on the petition.

-Applicant is responsible for providing the barricades to close the street. Arrange to have two Type 2 barricades with "Road Closed to Thru Traffic" signs (equipped with flashing yellow lights if the street will be closed after dusk) to be placed at each end of the street (four barricades total). Applicant is responsible for providing and placing barricades, and for their removal by the end time of the permit.

-Applicant is to keep the permit available on site during the event and provide it for review if a Metro officer or other authorized representative of city of Las Vegas requests to view the permit.  
As a condition of the fire department's approval, emergency access as identified on the site map must remain unobstructed during the event.

-All fire hydrants and fire sprinklers and/or standpipe connections shall be readily visible, accessible and unobstructed.

-Applicants must allow all property owners and residents within the barricaded area, vehicle and pedestrian access to their residence at all times.

-Applicants may not impede pedestrian right-of-way nor block access to any establishment in any manner.

-Block parties should be planned for cul-de-sacs or other local streets, which will not obstruct through traffic flow.

- Organizers must comply with any direction of any sworn public safety officer.
- From the time of closure of the street to the time of reopening, the site will need to be secured and monitored by the applicant or the individual designee as responsible for the event.
- Any music, live or recorded should be at a level as not to disturb the peace. Should a complaint be received, a police officer may direct the music to be turned off or revoke of the permit.
- Organizer will provide adequate trash containers for waste that may be generated by the event.

**PERMIT CONDITIONS:**

- Block parties will not be authorized on streets classified as a major intermediate or collector street
- All block parties shall terminate no later than 11pm.
- At least 75% of the residents on the block must sign the letter of request.
- Music, if any shall be kept at a low key in consideration of neighboring residents.
- The organizer shall be held responsible for the return of all public and private property in the immediate vicinity of the venue to condition existing prior to the event and shall be responsible for the cleanup of any litter or debris which may accumulate as a result of this event.

**NOTE:** PERMISSION WILL BE DENIED if opposition is expressed to the granting of a permit by a block resident, because of illness in the family, providing a statement is furnished to the city by the attending physician that the annoyance could be injurious.

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## **X. ENVIRONMENTAL REQUIREMENTS – (Storm Water Pollution Prevention Plan, Potential Pollution Hazards and Cleanup Requirements)**

### **Storm Water Pollution Prevention Plan (SWPPP)**

The United States Environmental Protection Agency (EPA) has adopted regulations to control pollutants entering the environment through storm system drainage facilities associated with the Las Vegas Valley Municipal Separate Storm Sewer System (MS4). In compliance with these regulations, Nevada Division of Environmental Protection (NDEP) issued a National Pollutant Discharge Elimination System (NPDES) permit jointly to the local jurisdictions including the City of Las Vegas.

The permit requires the Permittees to develop and implement various preventative and enforcement processes to comply with the requirements and adopted ordinances. Per City of Las Vegas Municipal Codes 14.18.070 and 14.18.091, "it is unlawful for any person to discharge or cause to be discharged into the storm system any non-storm water..." and "It is unlawful for any person to dispose of trash, construction debris, or industrial waste materials into the storm system...". Failure to prevent illegal discharges and pollutants from entering the storm drain system can result in significant fines.

As a part of the City of Las Vegas Special Event Permit Application process, the applicant is required to submit a Storm Water Pollution Prevention Plan (SWPPP) with the completed special event application and coordinate the contents of the SWPPP with the City's Environmental Officer.

The purpose of the SWPPP is to: describe the Special Event and its operations, identify potential sources of storm water pollution at the event, and recommend appropriate Best Management Practices (BMPs) to prohibit discharges and pollutants into the storm water drainage system. Listed below are the requirements for the SWPPP.

1. Special Event Name and Date and Estimated Number of Attendees
2. Event Organizer Contact Person for SWPPP—Name, email, cell phone
3. Site map of the event showing the following features:
  - ✓ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area.
  - ✓ The location of all **portable toilets**, trash and recycling containers, and dumpsters.
  - ✓ Location of all storm drain inlets, including curb inlets, grates, and other discharge points.
  - ✓ A detail of the food and/or cooking area and/or grease recycling area.
  - ✓ Fuel storage and/or generator locations.
  - ✓ Show details of any proposed water/snow/ice attractions, fire attractions, inflatable rides, carnival or mechanical rides, **animals** or animal rides (manure), paint products, foam or bubbles, colored powders, confetti, or other materials and activities that have the potential to leave the private property and enter the public right-of-way and ultimately the storm drain system.
  - ✓ The location of all activities and materials that have the potential to contribute to pollution must be depicted on the site map.

After identifying the potential pollutions sources on the site map, provide a brief description of each proposed source, include the ways in which these materials might be exposed to the storm drain system, and which specific BMPs you will be utilizing to prevent discharges and pollutants from entering the storm drain system. Categories of BMPs include: Good Housekeeping, Preventative Maintenance, Spill Response, Training & Awareness, Waste Handling & Recycling, and Inspections (these are included on the following pages). To coordinate the contents of your SWPPP please contact Sherri McMahon, City of Las Vegas Environmental Officer, 702-229-2338 or via email at: [smcmahon@lasvegasnevada.gov](mailto:smcmahon@lasvegasnevada.gov)

Please also identify the contractor's company name, type and quantity of cleanup equipment, and how many hours they are contracted to clean up by sweeping and/or vacuuming all city streets or rights-of-way associated with your event debris/litter left behind by event participants, spectators, vendors, or volunteers.

Once the SWPPP is finalized, a certification statement must accompany the SWPPP for submittal with the Special Event Permit Application. The certification statement shall read:

***"I certify that this document and attachments were prepared under my direction or supervision to assure that qualified personnel properly gather and evaluate the information contained in the plan. The information contained in this document is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for providing false information, including the possibility of fines and other enforcement actions. In addition, I certify that, based upon inquiry of persons directly under my supervision, to the best of my knowledge and belief, the provisions of this document adhere to the provisions of the City of Las Vegas for the development and implementation of a Storm Water Pollution Prevention Plan and that the plan will be complied with."***

\_\_\_\_\_  
(Signature of Plan Preparer)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Authorized Event Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

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## SWPPP Best Management Practices

The following best management practices (BMPs) are acceptable practices to be implemented to prevent discharges and pollutants from entering the storm drain system as a part of a ***City of Las Vegas Special Event Permit Application Storm Water Pollution Prevention Plan***.

**1. Good Housekeeping:** ***Good housekeeping practices are designed to maintain a clean and orderly venue. This will reduce the potential for significant materials or equipment to encounter storm water and should reduce safety hazards to event personnel.*** The following good housekeeping BMPs will be implemented in an effort to prevent pollutants from entering storm water discharges:

- A. Keep site free of litter and debris. Place trash cans and recycling receptacles around venue the site to minimize litter.
- B. Frequently inspect BMPs to ensure they are performed as required.
- C. Trash and recycling receptacles will be frequently checked and emptied.
- D. Keep heavy equipment in good working condition. Inspect frequently for leaks and repair as needed. Perform major equipment repairs away from the storage area.
- E. Dry sweep paved surfaces. Cleanup materials such as brooms, shovels, dustpans, and sweepers must be available during the event.
- F. Paved areas should be swept using an air vacuum street sweeping vehicle for collection and disposal of loose solid materials, and NOT hosed down with connection from a fire hydrant or street water vehicle into a storm drain or conveyance curb/gutter.
- G. Distribute information on good housekeeping practices during employee training sessions and discuss at employee meetings.
- H. The streets will be swept immediately upon the conclusion of the event and at the end of each day if it is a multiple day event.
- I. Announce pollution prevention PSA's during the event.

**2. Preventative Maintenance:** ***Preventive maintenance/measures are controls that are intended to prevent the exposure of storm water to pollution.*** Examples: signs and labels, safety posts, fences, a security system, covering areas of concern, etc: Preventive maintenance BMPs include:

- A. Expand the current preventive maintenance program to include storm water considerations.
- B. Locate and protect storm drains onsite with berms or filters during rainy weather periods (this must be authorized by the Environmental Officer prior to SWPPP approval). Do not block a storm drain or use other BMPs that may create a potential for flooding if there is a chance of rain forecasted during the event, including set-up and dismantle times.
- C. Gutters, storm drains, catch basins, and other storm drainage features should be regularly inspected and cleaned so that pollutants do not accumulate.
- D. Label storm drains to remind staff, vendors, and participants that discharge to these drains flows directly to our waterways.
- E. Place materials on pallets, when possible, to avoid contact with storm water run-on and run-off.
- F. Locate any special event activities that may cause discharges or storm water pollutants at a sufficient distance from storm water drop inlets (coordinate with Environmental Officer on appropriate distances for each activity).

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**3. Spill Response: *Spills and leaks are the largest source of storm water pollution. Equipment and procedures necessary for cleaning up spills and preventing pollutants from being discharged will be identified.*** Spill response BMPs include:

- A. Keep rags, damp mops, and dry absorbents (such as kitty litter) readily accessible. Dispose of waste properly.
- B. Never hose down pavement or impervious surfaces where fluids or contaminants have spilled. Use only dry cleanup methods, street sweepers, or other Environmental Officer approved equipment that would capture any run-off discharge. Clean up spills on dirt areas by digging up and properly disposing of contaminated soil per applicable Southern Nevada Health District or Nevada Division of Environmental Protection (NDEP) guidelines.
- C. Immediately report significant spills or other environmental issues to the Environmental Officer at 702-237-9351; and to other applicable regulatory agencies such as the Southern Nevada Health District 702-759-1600; the NDEP Spill Reporting Hotline at 1-888-331-6337; or dial 911 in case of life-threatening spill situations or inability to handle adequate spill response.
- D. Train employees and vendors to routinely check for leaks and spills.

**4. Training and Awareness: *Pollution prevention education eliminates or reduces the management of polluted storm water runoff. To achieve successful implementation of the SWPPP cooperation, staff training, public communication, and outreach needs to be implemented.*** Employee training should be a major component in ensuring the success of the special event SWPPP. The more knowledgeable staff, vendors, participants are about the event's SWPPP and what is expected of them, the greater the chance that the plan will be successful. Training will target staff, vendors, participants, and spectators, when possible. Training and awareness BMPs include:

- A. Staff, vendors, and participants should be informed about the storm water requirements, their responsibilities, and how event activities could potentially contribute to storm water pollution.
- B. Make sure storm water pollution prevention and BMP information is available. Training may consist of informal meetings, formal classroom training, or self-guided training activities. Training must be documented by the event organizer.
- C. Employee training, at a minimum, will include:
  - i. SWPPP requirements;
  - ii. Spill response and reporting;
  - iii. Good Housekeeping;
  - iv. BMP's and
  - v. Waste handling and storage procedures.
  - vi. Distribution of the vendor flyer for applicable mobile food and beverage vendors (Contact Special Events Division at [Events@lasvegasnevada.gov](mailto:Events@lasvegasnevada.gov) for copy of Vendor flyer).

**5. Waste Handling and Recycling: *Trash and debris that enters the storm drain system eventually end up untreated in Lake Mead, the drinking water source for the Las Vegas Valley. Trash not only pollutes water and harms marine life, it can clog storm drains that results in floods during rainy weather.*** Waste handling and recycling BMPs include:

- A. Cover and maintain dumpsters and check frequently for leaks. Lids must be kept closed at all times. This is especially important for dumpsters, as birds can pick out garbage and drop it, promoting rodent, health, and storm water problems. If lids cannot be provided for the waste containers or they cannot otherwise be covered, designate a waste storage area and provided secondary containment.
- B. Never clean out a dumpster by hosing it down. When cleaning the containers, all rinse water from cleaning must be removed and disposed of properly.
- C. Dispose of all wastes and debris properly. Materials and debris that cannot be recycled must be taken to an appropriate landfill or disposed of as hazardous waste. Never bury waste materials or leave them in the street or near a drainage path.



- D. Staff must be trained to frequently check waste storage for leaks and to ensure that dumpster lids are on tightly.
- E. The waste storage area must be swept or otherwise cleaned frequently to collect all loose solids for proper disposal. Do not use a water hose to collect or clean solids.
- F. If the amount of waste accumulated appears to frequently exceed the capacity of the dumpster, then another container should be obtained and utilized.
- G. Properly dispose of cooking grease/oil by either contracting with a grease management company that will either recycle or properly dispose of the cooking grease/oil or properly dispose of the cooking grease/oil, yourself. During the transfer of the cooking grease/oil into the portable containers after the cooking processes and during site removal processes, have spill kits (paper towels, cloth towels, kitty litter) available and place spill pads down to catch any of the drippings or inadvertent container spill over.

**6. Inspections:** Event organizers will conduct inspections throughout the event to determine if the storm water pollution prevention controls are being effectively and properly implemented. Specific BMPs that are not working as intended or properly implemented will be noted and brought to the attention of the appropriate maintenance staff. If problems are found during the inspection, event staff will determine whether operation and maintenance activities require modifications in order to comply with the SWPPP or if the BMPs need to be revised.

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# **SPECIAL EVENTS ADMINISTRATION**

## **Y. CITY DEPARTMENT CONTACTS**

### **Office of Administrative Services:**

Special Events Office – 1<sup>st</sup> Floor, City Hall

495 S. Main Street

Las Vegas, Nevada 89101

Email: [Events@lasvegasnevada.gov](mailto:Events@lasvegasnevada.gov)

FAX: 702-464-7555

General Phone: 702-229-6171

### **Department of Fire & Rescue:**

Division of Fire Prevention

333 N. Rancho Drive, Fifth Floor

Las Vegas, NV 89106

Phone: 702-229-0366\*

Fax: 702-229-0124

\*Please ask to speak with Special Event staff

### **Department of Planning**

Department of Planning - Public Planning

Development Services Center

333 N. Rancho Drive -

Las Vegas, NV 89106

Phone: 702-229-6301

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### **Business Licensing Division**

Department of Planning - Business Licensing Division

Development Services Center

333 N. Rancho Drive – 6<sup>th</sup> Floor

Las Vegas, NV 89106

Phone: 702-229-6281

### **Department of Economic & Urban Development - Parking Services**

500 S. Main St.

Las Vegas, NV 89101

Office: 702-229-1035

Fax: 702 -382-2309

### **Parks & Recreation Department:**

5<sup>th</sup> Floor, City Hall

495 S. Main Street

Las Vegas, NV 89101

Phone: 702-229-PLAY (7529)

[Lasvegasparksandrec.com](http://Lasvegasparksandrec.com)

### **Department of Public Works**

Development Services Center

333 N. Rancho Dr., 9th Floor

Las Vegas, Nevada 89106

Phone: 702.229.6276 Fax: 702.382.0848

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**Department of Public Works -Environmental Services**

333 N. Rancho Drive, 7<sup>th</sup> Floor

Las Vegas, Nevada 89106

Phone: 702-229-2338

Fax: 702-382-8551

**Department of Building & Safety - Permits Division**

333 N Rancho Dr.

Las Vegas, NV 89106

Phone: 702-229-6251

FAX: 702-474-7369

**Department of Detention & Enforcement**

3300 Stewart Avenue

Las Vegas, Nevada 89101

Phone: 702-229-6444, Option 1

Fax: 702-386-7070

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## **Z. EXTERNAL AGENCY CONTACTS**

### **Bureau of Land Management**

Southern NV District Office

4701 North Torrey Pines Drive

Las Vegas, NV 89130

Phone: 702-515-5000

### **Cashman Center**

850 Las Vegas Boulevard, N.

Las Vegas, NV 89101

Phone: 702-386-7100

### **Clark County - Business Licensing Division**

Special Events

500 S. Grand Central Parkway

Las Vegas, Nevada 89155

Phone: 702-455-8838

### **Clark County - Traffic Management Division**

500 S. Grand Central Parkway

Las Vegas, Nevada 89155

Phone: 702-455-6000

Fax: 702-380-7262

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### **Downtown Project**

707 Fremont Street

Las Vegas, NV 89101

Phone: 702-637-4244

### **Fremont Street Experience (FSE)**

425 Fremont Street

Las Vegas, NV 89101

Phone: 702-678-5600

### **Fremont East Entertainment District (FEED)**

600 E. Fremont Street

Las Vegas, NV 89101

Phone: 702-778-3772

### **Las Vegas Metropolitan Police Department**

#### Events Planning Section

400 S. Martin Luther King Blvd.

Las Vegas, Nevada 89106

Phone: 702-828-3442

Fax: 702-828-4998

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### **Nevada Department of Public Safety**

4615 W. Sunset Road

Las Vegas, NV 89118

Phone: 702-486-4100

### **Nevada Department of Transportation**

State of Nevada

Special Events Permitting

P.O. Box 170

Las Vegas, Nevada 89125

Phone: 702-385-6500

Fax: 702-385-6582

### **Southern Nevada Health District**

280 South Decatur

Las Vegas, NV 89107

Phone: 702-759-1110

<http://www.lasvegasnevada.gov/Apply/SpecialEvents.htm>

<http://www.lasvegasnevada.gov/calendars/specialevents.htm>

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