



# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Planning and Building

### Building Program

1001 EAST 9<sup>TH</sup> STREET  
 PO BOX 11130  
 RENO, NEVADA 89520-0027  
 PHONE (775) 328-2020  
 FAX (775) 328.6132

### Event Tents/Canopies Handout

- Temporary structures greater than 400 sf or occupied by more than ten persons.
- Commercial Building and Planning Event Application links:
  - a. [Commercial Permit Application](#)
  - b. [https://www.washoecounty.us/csd/planning\\_and\\_development/business\\_license/temporary\\_events.php](https://www.washoecounty.us/csd/planning_and_development/business_license/temporary_events.php)

### Key items of concerns for Building Permits:

1. Your submittal must allow adequate time for departments to review and comment. (see above link)
2. Permit fee is assessed, on hourly rate, not valuation.
3. Submit 4 sets of site plans and floor plans. Two (2) original and two (2) copies.
4. Provide site plan drawn to scale, showing tent location(s) and distance to all structures per details below.
5. Provide (2) two sets of engineering calculations from Nevada Registered Engineer. 120vmph V-ult & 93vmph V asd wind capacity shall be designed to resist collapse.
6. Provide Engineering design or specification sheets on membrane structures to meet Risk Category I loads per manufacturers recommendation for events lasting 30 days or less (see Washoe County Building Website for NNICC Amendment, IBC Section 3102.7 @ links above).
7. A site review by the tent contractor shall include verification that no utilities are located in tent stakes driving locations. "Call 811 before you dig".
8. A special inspection (PULL TESTS) on stakes may be required by Engineer of Record.
9. Tents located in Washoe County Parks cannot use driver stakes.
10. Stage must be designed for 100lb/sqft Live load.
11. Bleachers must be designed per ICC 300-2012.
12. Events with more than 1000 persons require an Administrative Permit from Planning & Building Division, Planning program  
[https://www.washoecounty.us/csd/planning\\_and\\_development/business\\_license/temporary\\_events.php](https://www.washoecounty.us/csd/planning_and_development/business_license/temporary_events.php)
13. Individual vendors must obtain their business license(s) prior to the event.  
[https://www.washoecounty.us/csd/planning\\_and\\_development/applications/index.php](https://www.washoecounty.us/csd/planning_and_development/applications/index.php)
14. Food trucks must have their business license and be in compliance with the Fire and Health Districts ( put contact phone numbers here)
15. If the event has more than 2500 attendees, Emergency Medical Services are required T. (775) 328-2434
16. Final inspections must be conducted prior to event by the Building, Fire, and Health Agencies.

### Site Plan – Must be drawn to scale /dimensioned and show the following:

- **Event Name & Address** of the site location.
- **Phone Number(s)** of Event Sponsor. Emergency contact numbers for event dates.
- **Number & Size** of tents/canopies.
- **Location** of tents/canopies: Shown with dimensions, Membrane structures, tents or canopies shall not be located within 20 feet of lot lines, buildings, other temporary structures, parked vehicles or internal combustion engines or as determined by the Planning Development Code setbacks. *For the purpose of determining required distances, support ropes and guy wires shall*



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*be considered as part of the temporary structure (and included in minimum distance requirements). Membrane Structures not used for cooking may be closer than 20 feet.*

- **Fire Break/Path** - A fire break must provide an unobstructed passageway not less than 12 feet wide, free of guy wires/ropes or other obstructions, and shall be maintained on all sides of the tents/canopies and between structures.
- **Emergency Access** - Access road(s) must be within 150 feet of all portions of tents/canopies and must be approved by the Fire District.
- **Water Supply** – Identify on site plan the location of the nearest fire hydrant(s) or water supply for firefighting purposes.
- **Restroom Facilities.** The number of porta potties provided shall be based on the occupant load. Per IBC T-1004.1.2. The handicapped/accessible units as well as accessible paths to the units shall be shown on the site plan.
- **Separation of Generators** – Generators and other internal combustion engines shall be located a minimum of 20 feet from the tents/canopies and shall be isolated from contact with the public by fencing, enclosure or other approved means.
- **Anchorage** - Temporary structure must be properly anchored (provide anchor type, size, and quantity at each attachment point). Each Tent shall be structurally stable in order to withstand weather related collapse. Structural Stamped/Signed calculations are required and must be stamped/signed by a NV registered engineer.
- **Structure Fabric Material Fire Rating** – A certificate {NFPA 701} must be submitted indicating the name and address of the owner(s) of the temporary structure, date the fabric was last treated with flame-resistant solution, name of person or firm treating the material, trade name or kind of chemical used, name of testing agency and test standard. The temporary structure shall have a permanently affixed label bearing the identification of size and fabric or material type on each panel.

**Tent Floor Plan(s) – Must be drawn to scale and dimensioned and shall show the following:**

- **Exits** – The number and width of exits shall be in accordance with 2012 International Fire Code, Section 3103. Exits shall be spaced at equal intervals around the perimeter and shall be located such that all points within the structure are 100 feet or less from an exit. Exits shall remain open unless covered by flame-resistant colored contrasting curtains that slide freely on metal supports and swing in the direction of exit travel.
- **Exit Signs** – Exits shall be clearly marked with signs of an approved self-luminous type or shall be internally or externally illuminated.
- **Aisles** – Unobstructed aisles of not less than 44 inches in width shall be provided from seating areas and shall be progressively increased in width to provide not less than 1 foot of aisle width for each 50 persons. The arrangement of aisles shall be subject to approval by the Fire District and shall be maintained clear at all times during occupancy.
- **Means of Egress** – Means of egress shall be illuminated while the structure is occupied in accordance with 2012 International Fire Code, Section 3103.12 The minimum required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires/ropes and other support members shall not cross a means of egress at a height of less than 8 feet.
- **Seating Arrangement** –The seating arrangement within the structure shall have seat rows with seat count delineated markings. The dimensions between rows and aisles shall be indicated and shall be inspected and approved by the Fire District prior to use.
- **Clearance** - Provide complete details showing all stored contents located inside the temporary structure. There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents.

- **Occupant load** - Per IBC Table-1004.1.2 use “Assembly Occupancy” Group for calculations related to occupancy count.
- **Electrical** - specify disconnects within 30’-0” of tent. All conductors to be GFCI protected. Conductors shall be protected and shall not create a tripping hazard.
- **Signs** – “No Smoking”, “Exit” and “Occupant Load” signs shall be conspicuously posted.
- **Combustible Materials** - Areas within and adjacent to the structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard. Combustible trash shall be removed at least once a day from the structure.
- **Fire Protection Equipment** – Fire extinguishers shall be shown on the floor plan and installed in accordance with 2012 International Fire Code, Section 906.
- **Heating and Cooking Equipment** - Location, type and quantity of heating and/or cooking equipment or appliances to be used within the structure. The equipment shall be installed and vented as specified in the International Mechanical Code and the International Fuel Gas Code. Electrical heating and cooking equipment shall comply with the National Electrical Code. Cooking tents shall comply with 2012 IFC 3104.15. All cooking equipment shall be show on the tent floor plan.
- **LP-gas** – The storage, handing and use of LP-gas and LP-gas equipment shall be in accordance with the 2012 International Fire Code Section 3104.16
- **Flammable and combustible liquids** – Flammable-liquid-fueled equipment shall not be used in tents/canopies. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from structure(s). Refueling shall be performed in an approved location not less than 20 feet from structure.
- **Anchorage** - The structure must be properly anchored. Provide anchor type, driven rod length sizes, and quantity at each attachment point. If using dead weight anchors such as barrels or K rails show their locations. Each tent shall be structurally stable in order to withstand weather related collapse.
- Structural calculations stamped/signed by a NV registered Engineer are required.
- **Guy Line Wires** – show guy line wire and supporting plate locations. Show how they are attached to the earth or solid supporting surface.

### **Inspections and Approvals:**

At the inspection phase, each inspector has different lead times to schedule an inspection. Please check ahead of time and allow sufficient time.

- The **Fire Inspector:** will verify the fire access, exiting, and other fire items above;
- The **Health Inspector:** will verify availability of sanitary facilities and food preparation;
- The **Planning Inspector** will verify parking requirements, zoning and other special event considerations;
- The **Building Inspector:** will verify the structural conformity, collect special inspector reports, check required exiting, and accessibility features. The building inspection can be schedule the next normal work day Monday to Friday. The inspection line phone number is listed on your permit card (T. 775-325-8000, and the inspection code is 1820.) Once all agencies/divisions approvals are completed, the Building Inspector will issue a Certificate of Occupancy.

### **For further assistance, please contact us at:**

Building: (775) 328-2020

Planning: (775) 328-6100

Truckee Meadows Fire Protection District: (775) 326-6079

North Lake Tahoe Fire Protection District: (775) 831-0351 x8107

Health District: (775) 328-2434