



North Lake Tahoe Fire Protection District

866 Oriole Way, Incline Village, NV 89451

Phone: (775) 831-0351

INDOOR EXHIBITIONS, TRADE SHOWS, HOLIDAY DISPLAY PERMIT(S)

APPLICANT/POINT OF CONTACT:		EMAIL:
EVENT ADDRESS:		PHONE:
CITY:	STATE:	ZIP:
NAME, DATE, TIME, & DESCRIPTION OF EVENT:		
Temporary Activity Fees are based on current NLTFPD fee schedule .		

Important Items to be Aware of When Selecting or Reusing Decorative Materials

NLTFPD will conduct a Fire and Life Safety inspection before the start of the event and during this time, evidence by way of cut sheets or labeling must be made available to the inspector concerning items listed below:

- ✓ Decorative materials. Interior wall, ceiling, and floor finishes shall be Class A rated.
- ✓ All decorative materials shall inherently be flame retardant and labeled or treated with a listed flame-retardant material.
- ✓ Smoke-generating equipment may be restricted if determined to be incompatible with smoke alarm(s).

1. General Information Checklist for applicant to submit and include on Site Plan:	Applicable or N/A
Event organizer and emergency contact name, address, email, and phone number on floor plan.	
Identify on floor plan what the normal use of the structure(s) being used is (i.e., auditorium, hotel, etc.).	
Label each room or area along the walk or course, including the type of special effects to be utilized.	
Depict the path of travel from the event building or area to the public way.	
Depict location of 2A:10-B:C Fire Extinguisher 75' max ft. distance ft. of event area on site plan.	
Depict location of cooking or use of open flames.	
Dimensions of the area being used (to include total square footage, width, and types of exits, aisles, or interior exit pathways, etc.).	
Illustrate the path of travel including the layout of any mazes, mirrors or other display items that may confuse the egress paths.	
Provide description of what will occur in each room or area, including the type of special effects to be utilized.	
Show location of exits, exit signs, accessible egress routes and emergency lighting.	
Identify fire alarm panel location, manual fire alarm boxes, and horn/strobe that will remain visible, operable, and not obstructed.	
Depict location of electrical outlets and extension cord protection.	
Show location of "NO SMOKING" signs conspicuously posted at main entrance and throughout the exhibit.	

Crowd Managers

Note: Per International Fire Code, events that involve a gathering of > 500 people, shall have Crowd Managers present.

Crowd Manager(s) Name	Cell Phone Number	Driver License #	Attach Proof of Training

Crowd Managers 403.12.3.3 Duties. The duties of Crowd Managers shall include, but not be limited to:

- ✓ Conduct an inspection of the area of responsibility and identify and address any egress barriers.
- ✓ Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.
- ✓ Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
- ✓ Direct and assist the event attendees in evacuation during an emergency and assist response personnel when requested.
- ✓ Other duties required by the fire code official and as specified in the fire safety plan.

By physically signing or electronically signing and submitting this application, I acknowledge that all work will be performed in compliance with the codes and standards adopted by North Lake Tahoe Fire Protection District. Furthermore, all work will be completed by contractors and/or employees licensed through either the Nevada State Fire Marshal Division and/or the Nevada State Contractors Board, as applicable by NAC 477.300 and NRS 624.020

SIGNATURE: _____ DATE: _____