



# Seasonal Lots

## Christmas Trees, Pumpkins, Flowers

### Permit Application Checklist

7/1/14 V4

#### City of Henderson Development Services Center

240 Water Street  
PO Box 95050  
Henderson, Nevada 89009-5050  
(702) 267-3600 phone  
(702) 267-3601 fax

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Please use the checklist to assure that your application includes all of the necessary information.

#### Part. 1 Applicant's Responsibility

**Applicants are responsible for submitting complete applications.** Incomplete applications will not be accepted.

#### Part. 2 Prerequisites

The following must be completed before a permit application can be accepted for processing:

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

#### Part. 3 Applicable Codes

Application must meet the requirements of the Henderson Municipal Code 15.32 as adopted.

State of Nevada Fire Marshal Regulations  
2012 International Fire Codes with Local Amendments

#### Part. 4 Submittal Package

Provide the following information at the time you submit your application for a permit. Please submit the required number of copies of plans and related documents.

- Completed Application for Temporary Outside Sales**
- 1 Copy of Site Plan**
  - \_\_\_ Identify location of internal combustion power sources, such as generators. [if applicable]
  - \_\_\_ Identify location of tents [Note: tents over 200 sq. feet need separate permit, canopy over 400 sq. feet need separate permit] 2000 UFC defines canopy as: a temporary structure enclosure or shelter constructed of fabric or plyable materials supported by any manor except by air or the contents it protects and is open without side walls or drops on 75% or more of the perimeter.)
  - \_\_\_ Show electrical outlet locations
  - \_\_\_ Identify fire lanes

**Part. 4**  
Submittal Package  
Continued

- Location of Temporary Water (Jones Valve) [If applicable]**  
*Must be permitted, located and installed by Department of Utility Services. Utility Services New Construction Division at 267-3725. If temporary water line is required to cross street, must be per detail from Public Works Quality Control and bump signs as required by Public Works Traffic.*

**Street Cuts for Temporary Crossing**

*Any needed street cuts for temporary crossings (such as power or water) shall require applicant to post a \$10,000 bond for street repairs and clean up for temporary asphalt cuts or humps over water lines). For more information contact Public Works Quality Control at 267-3100.*

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

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**Part. 6**  
Other  
Information

**Fire Extinguishers**

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

**Electrical Equipment**

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

**Concession Stands**

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

**Internal Combustion Power Sources**

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

Contact  
Information

**Building & Fire Safety Permits 267-3620**  
**Building & Fire Safety – Fire Inspections 267-3930**  
**Public Works – Quality Control (street work) 267-3100**  
**Community Development 267-1500**  
**Animal Control 267-4970**  
**Business License 267-1730**