

Tent/Canopy/Membrane Permit

The NC Fire Prevention Code requires tents, canopies and other membrane structures to be evaluated for fire and life safety and a permit issued prior to an event. For all State-owned property the State Construction Office is responsible for that evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, SCO issue a permit in the form of a signed approval letter/E-mail. Applicants must submit completed application with required attachments to SCO at least 30 days prior to the event.

SECTION I. Event Information

Applicant's Name: _____ Department: _____
 Phone Number: _____ E-Mail Address: _____
 Event Address/Location: _____
 Name/Type of Event: _____
 Set Up Date: _____ Event Date(s) and Time: _____

SECTION II. Tent/Canopy/Membrane Structure Checklist

Indicate if application is for: Tent or Canopy or Membrane Structure Size _____

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	Is tent >200 sq ft, canopy with sides >400 sq ft or canopy without sides >700 sq ft If yes, permit is required
<input type="checkbox"/>	<input type="checkbox"/>	Is tent/canopy/membrane structure certified as either flame resistant material or treated with flame retardant? (Certificate provided by manufacturer or vendor and material labeled.)
<input type="checkbox"/>	<input type="checkbox"/>	Is this an air supported structure? If yes additional information is required see the NC Fire Code.
<input type="checkbox"/>	<input type="checkbox"/>	Are 20 ft fire lanes provided to the tent/canopy? Is Fire Dept vehicle access provided to within 150 ft. of all points on perimeter of the tent/canopy/membrane structure?
<input type="checkbox"/>	<input type="checkbox"/>	Is 20 ft separation provided between structure and other tents, canopies, membrane structures, lot lines, building lines, parked vehicles, or internal combustion engines? For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the tent/canopy.
<input type="checkbox"/>	<input type="checkbox"/>	Does the tent have flaps or sides?
If there are flaps or sides.	<input type="checkbox"/>	Are there at least 2 marked exits that are each at least 72" wide? (For occupancies >199 see the NC Fire Code for additional exit requirements.) Are any curtains at exits a color that contrast with the tent, free sliding on a metal support that is a minimum of 80 inches above the floor. Do any curtains at exits completely open so no part obstructs the exit? Are Lit exit signs with battery backup provided for tents with flaps or sides?
<input type="checkbox"/>	<input type="checkbox"/>	Are aisles free of obstructions and are aisle clearances of at least 44 inches provided in public areas.
<input type="checkbox"/>	<input type="checkbox"/>	Is smoking prohibited in tent/canopy and NO SMOKING signs posted?
<input type="checkbox"/>	<input type="checkbox"/>	Are open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas charcoal or other cooking devices maintained at least 20 ft. away from tent/canopy? (This does not include operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard.)
<input type="checkbox"/>	<input type="checkbox"/>	Is all cooking and heating equipment more than 10 ft. from exits and combustible material?
<input type="checkbox"/>	<input type="checkbox"/>	Has combustible vegetation been removed to a distance of 30 ft. from the area to be occupied by the tent/canopy/membrane structure?
<input type="checkbox"/>	<input type="checkbox"/>	Are appropriate restroom accommodations provided for the event? Indicate where.
<input type="checkbox"/>	<input type="checkbox"/>	Are accessibility features, including an accessible walking surface, provided to accommodate disabled event attendees? Note that grass is NOT an accessible walking surface.
<input type="checkbox"/>	<input type="checkbox"/>	Will tent/canopy/membrane structure be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing? Ropes, guy wires, etc. must be readily visible to minimize trip hazard.
<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers located within 75' of all points within the tent?

SECTION III. ATTACHMENTS

<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Flame Resistance
<input type="checkbox"/>	<input type="checkbox"/>	Indicate occupant load based on following SF per person - 5 SF standing, 7 SF seated, or 15 SF seated with tables. If occupant load >50 provide dimensioned floor plan showing seating, tables, exit aisles, exit locations, exit widths and equipment in tent/canopy. Occupant Load _____
<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned site plan showing tent/canopy location, 20 ft separation from other structures, and Fire Department vehicular access to within 150 ft.