

Tent/Membrane Permit

The NC Fire Prevention Code requires tents other membrane structures to be evaluated for fire and life safety with 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 will issue a permit in the form of a signed approval letter/E-mail. Applicants should submit the completed application with required attachments to SCO at least 30 days prior to the event. E-mail to: sco.permits@doa.nc.gov

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(s): _____

SECTION II. Tent/Membrane Structure Checklist

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

YES	NO	
		Is tent >400 sq ft, with sides or without sides >700 sq ft? If yes, permit is required.
		Is tent/ membrane structure certified as either flame resistant material or treated with flame retardant? (Attach Certificate provided by manufacturer or vendor and material labeled.)
		Is this an air supported structure? If yes, additional information is required see the NC Fire Code.
		Are 20 ft fire lanes provided to the tent? Is Fire Dept vehicle access provided to within 150 ft of all points on perimeter of the tent/membrane structure?
		Is 20 ft separation provided between structure and other tents, 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.
		Does the tent have flaps or sides?
		If the tent does have flaps or sides, are there at least two marked exits that are each at least 72" wide? (For occupancies >199 see the NC Fire Code) 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?
		Are aisles free of obstructions and are the aisle clearances at least 44" provided in public areas?
		Is smoking prohibited in tent and NO SMOKING signs posted?
		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? (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.)
		Is all cooking and heating equipment more than 10 ft from exits and combustible material?
		Has combustible vegetation been removed to a distance of 30 ft from the area to be occupied by the tent/membrane structure?
		Are appropriate restroom accommodations provided for the event? Indicate where:
		Are accessibility features, including an accessible walking surface, provided to accommodate persons with a disability? Note that grass is NOT an accessible walking surface.
		Will tent/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.
		Are fire extinguishers located within 75 ft of all points within the tent?

SECTION III. ATTACHMENTS

		Certificate of Flame Resistance
		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. Occupant Load
		Dimensioned site plan showing tent location, 20 ft separation from other structures, and Fire Department vehicular access to within 150 ft.