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| **Tent / Membrane Permit 2018** |

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| The NC Fire Code requires tent and 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 the minimum code requirements, the SCO will issue a permit in the form of a signed approval letter or email. **Applicants should submit the completed application with** **required attachments** to the SCO at least 30 days prior to the event. E-mail to: sco.permits@doa.nc.gov |
| **Section 1 – Event Information** |

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| Applicants Name **Click here to enter text.** | Department **Click here to enter text.** |
| Phone Number **Click here to enter text.** | E-mail Address **Click here to enter text.** |
| Event Address / Location **Click or tap here to enter text.** |
| Name / Type of Event **Click or tap here to enter text.** |
| Set up Date: **Click to enter a date.** | Time: **Click to enter text.** | Event Date: **Click to enter a date.** |

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| **Section II – Tent / Membrane Structure Checklist** |

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| **Application is for:**  | Tent[ ]  | Membrane[ ]  | Quantity **Click to enter text** | Size **Click to enter text.** |

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|  **# Yes No N/A**  | **LIST** |

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| **1** |[ ] [ ] [ ]  Tent > **700** square feet with sides / flaps. **Permit Required** |
| **2** |[ ] [ ] [ ]  Tent > **1800** square feet without sides. **Permit Required** |
| **3** |[ ] [ ] [ ]  Air-Supported Structure > **400** square feet. **Additional information required**. ***(See NC Fire Code)*** |
| **4** |[ ] [ ] [ ]  Attached Certificate(s) **Flame Resistant Material or Treated with Flame Retardant** |
| **5** |[ ] [ ] [ ]  Tent with sides. At least **(2)** marked exits that are **(72”)** wide. More than **(199)** occupants, **see Table (3103.12.2 NCFC 2018)** |
| **6** |[ ] [ ] [ ]  Exit with curtains **shall** be free sliding on a metal support at a minimum of **(80”)** above the floor. When fully opened, **no part of the curtain shall obstruct the exit**. |
| **7** |[ ] [ ] [ ]  **Exit signs** for tents with sides / flaps **shall be illuminated with battery back-up** |
| **8** |[ ] [ ] [ ]  **“No Smoking”** signage **shall** be conspicuously posted in accordance to code |
| **9** |[ ] [ ] [ ]  An **“Occupant Load”** sign noting the occupancy level **shall** be posted per **(NC Admin Code 2018)** |
| **10** |[ ] [ ] [ ]  Aisles **shall** be **(44”)** clear width - Free of any obstructions in the public area |
| **11** |[ ] [ ] [ ]  A **(20 foot) wide fire lane** **shall** be accessible to the tent |
| **12** |[ ] [ ] [ ]  Fire Department vehicles **shall** have access to within **(150 feet)** around the tent |
| **13** |[ ] [ ] [ ]  Maintain a **(20 foot) clearance** between the structure and other tents, membrane structures,lot lines, building lines, parked vehicles or internal combustion engines. (Support ropes and guy wires are part of the tent. The **20-foot** margin will be measured from this point out) |
| **14** |[ ] [ ] [ ]  Open flames and other devices emitting flame, fire, heat or flammable or combustible liquids, gas, charcoal or other cooking devices will be maintained at least **(20 feet) away from tent**. (This excludes food warming devices such as solid flammables, butane or other similar devices which do not cause an ignition hazard.) |
| **15** |[ ] [ ] [ ]  Cooking and Heating Equipment **shall** be more than **(10 feet) from exits** and combustible material |
| **16** |[ ] [ ] [ ]  **Fire Extinguishers shall** be located within **(75 feet)** of all points within the tent structure |
| **17** |[ ] [ ] [ ]  Combustible vegetation shall be moved to a distance of (30 feet) from the area to be occupied by the tent / membrane structure |
| **18** |[ ] [ ] [ ]  Accessibility fixtures, including an accessible walking surface to accommodate persons with as disability. **(Note – Grass is not an accessible walking surface)** |
| **19** |[ ] [ ] [ ]  Tent / membrane structure shall be maintained in good condition and adequately roped, braced and **anchored to withstand the elements of weather and prevent collapse**. Ropes, guy wires, etc. must be readily visible to minimize a tripping hazard. |
| **20** |[ ] [ ] [ ]  **Restroom accommodations** for the event. Indicate the location(s) and type(s) (i.e. portable or in buildings) on the site plan. Location: |
|  |  |  |  |  |
| **A** |[ ] [ ] [ ]  Certificate of Flame Resistance |
| **B** |[ ] [ ] [ ]  Occupant load calculation for the event – **Standing 5 SF, Seating 7 SF or Seating with tables 15 SF**. If occupant load is > 50, a tent floor plan with dimensions showing seating, tables, exit aisles, exit locations, exit widths and equipment within the tent. OCCUPANT LOAD: |
| **C** |[ ] [ ] [ ]  Dimension Site plan showing tent location. (**20-foot clearance** from other structures and Fire Department vehicular access to within **(150 feet.)** |

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