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| **Tent/Membrane Permit 2018** |
| The NC Fire Code requires tent other membrane structures to be evaluated for fire and life safety with a permit issused prior to an event. For all State-owned property the State Constrution 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, 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 lease **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:** |  | **Time: Event Date:** |  |  |  |  |  |
| **SECTION II - Tent/Membrane Structure Checklist** |
| **Applicatiion is for: TENT or MEMBRANE # of Structures** |  | **Size:** |  |  |
| **#** | **Yes** | **No** | **N/A** | **LIST** |
| **1** |  |  |  | Tent > **800** sq.ft with sides/flaps. **Permit required** |
| **2** |  |  |  | Tent > **1800** sq.ft without sides. **Permit required** |
| **3** |  |  |  | Air-supported Structure > **400** sq ft. **Additional information is required. See NC Fire Code 2018** |
| **4** |  |  |  | Attached certificate(s), **flame resistant material or treated with flame retardant, by manufacturer** |
| **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 fullyopened, **no part of the curtain obstructs the exit.** |
| **7** |  |  |  | **Exit signs** for tent with sides/flaps shall be **illuminated with battery backup**. |
| **8** |  |  |  | **"No Smoking" sign** shall be conspicuously posted in accordance. |
| **9** |  |  |  | An "Occupant Load" sign noting the occupant load shall be posted. **NC Admin Code 2018**. |
| **10** |  |  |  | Aisles shall be **44" clear width** free of obstructions in public area. |
| **11** |  |  |  | **20 feet wide** fire lane to the tent. |
| **12** |  |  |  | Fire Department vehicle access to within **150 feet** around the tent. |
| **13** |  |  |  | Maintain **20 feet clearance** between structure and other tents, membrane structures, lot lines, buildinglines, parked vehicles, or internal combustion engines. (Support ropes and guy wires are part of the tent. The **20 feet clearance** will be measured from this point out.) |
| **14** |  |  |  | Open flames and other devices emitting flame, sire, heat or flammable or combustible liquids, gas, charcoal or other cooding devices matained at least **20 feet** away from tent. (This exclude foor warming devices such as solid flammables, butane or other similar devices which do not pose an ignition hazard.) |
| **15** |  |  |  | Cooking and heating equipment more than **10 feet from exits** and combustible material. |
| **16** |  |  |  | Fire extinguishers located within **75 feet** of all points within the tent. |
| **17** |  |  |  | Combustible vegetation removed to a distance of **30 feet** from the area to be occupied by thetent/membrane structure. |
| **18** |  |  |  | Accessibility fixtures, including an accessible walking surface to accommodate persons with disability.Note that 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 tripping hazard. |
| **20** |  |  |  | **Restroom accommodations** for the event. Indicate the location and type (i.e. portables or in buildings) on |
| the Site Plan . Location: |  |  |
| **SECTION III - Attachments** |
| **A** |  |  |  | Certificate of Flame Resistance |
| **B** |  |  |  | Occupant load calculation for the event - **Standing 5 SF; Seating 7 SF or Seating with tables 15 SF**. Ifoccupant load >50, a tent floor plan with dimensions showing seating, tables, exit aisles, exit locationis, |
| exit widths and equipment within the tent. **OCCUPANT LOAD** |  |  |
| **C** |  |  |  | Dimension Site Plan showing tent location, **20 feet clearance** from other structures, and Fire Departmentvehicular acces to within **150 feet.** |

Tent Permit 2018