

Tent/Membrane Permit 2018

The NC Fire Code requires tent 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, 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

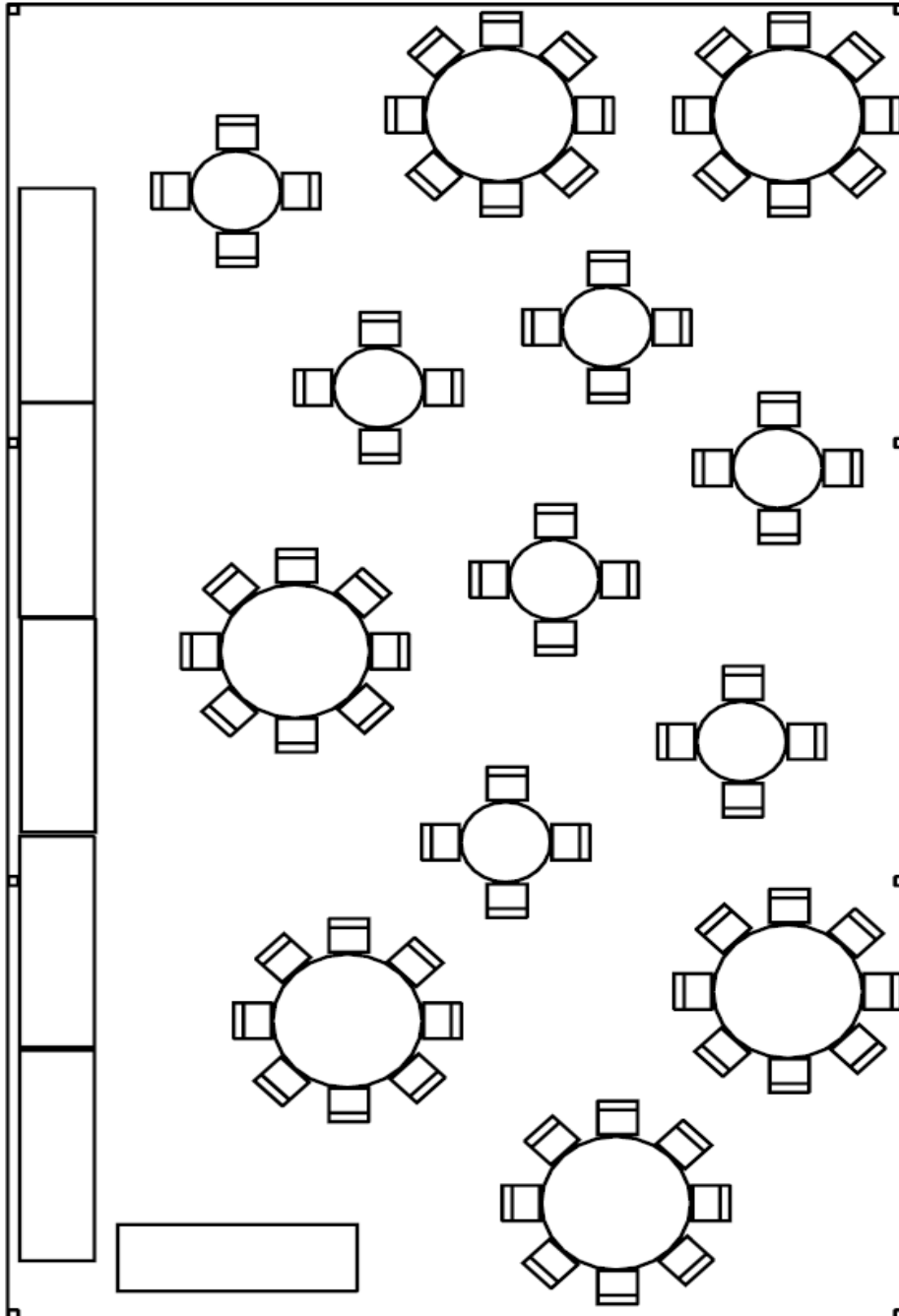
Applicant's Name:	Person Responsible	Department:	Organization Operating the Tent
Phone Number:	123-456-7890	E-Mail Address:	lamresponsible@anything.net
Event Address/Location:	1010 Main Street, Hometown, Any State		
Name/Type of Event:	Welcom Weekend		
Set Up Date:	06/30/2019	Time:	1:00 p to 7:00 pm
		Event Date:	07-01/2019 to 07/02/2019

SECTION II - Tent/Membrane Structure Checklist

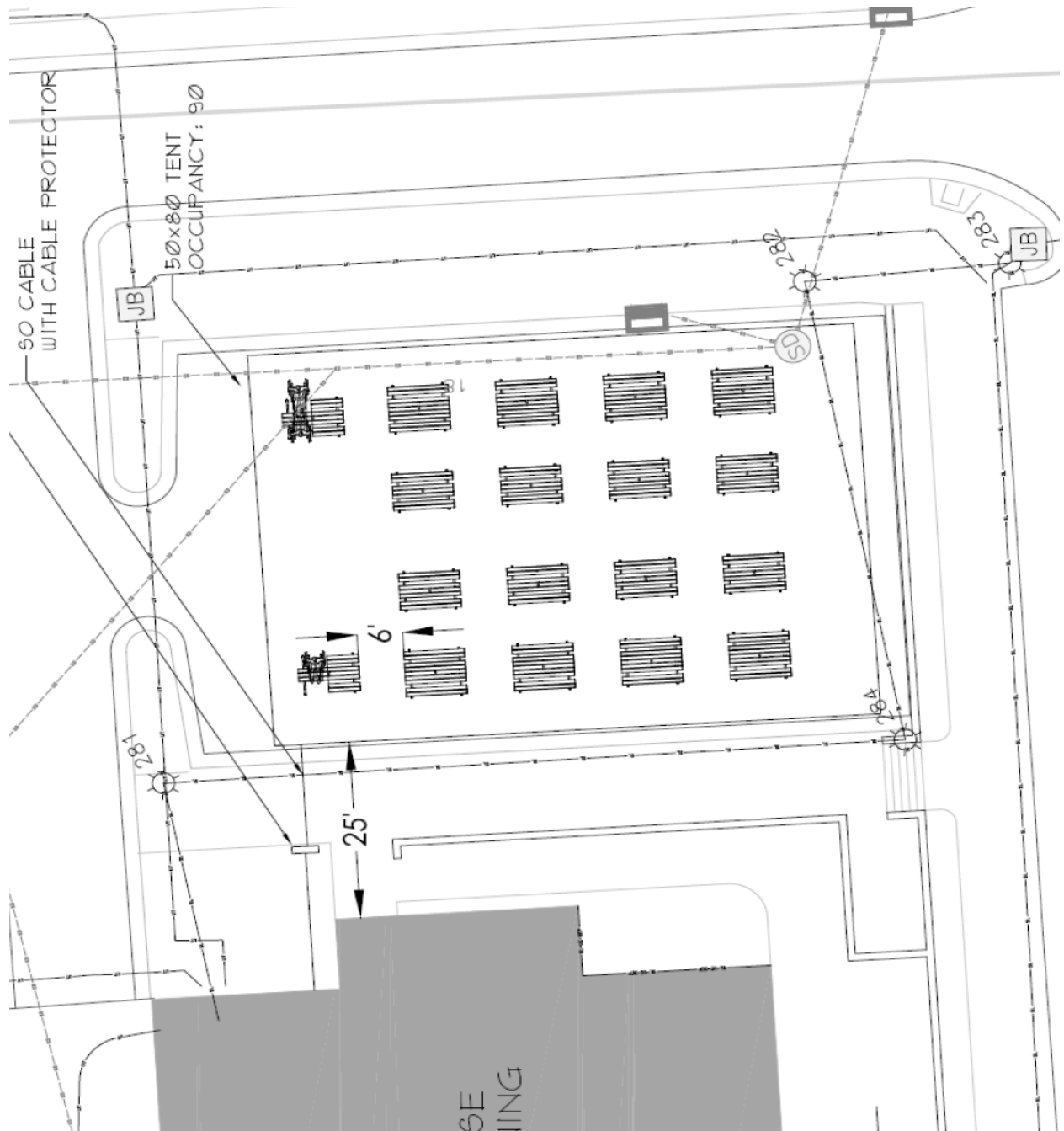
Application is for: <input checked="" type="checkbox"/> TENT or <input type="checkbox"/> MEMBRANE				# of Structures	1	Size:	30 X 40
#	Yes	No	N/A	LIST			
1	X			Tent > 800 sq.ft with sides/flaps. Permit required			
2			X	Tent > 1800 sq.ft without sides. Permit required			
3			X	Air-supported Structure > 400 sq ft. Additional information is required. See NC Fire Code 2018			
4	X			Attached certificate(s), flame resistant material or treated with flame retardant, by manufacturer			
5		X		Tent with sides, at least 2 marked exits that are 72" wide. (More than 199 occupants, see Table (3103.12.2 NCFC 2018))			
6		X		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 obstructs the exit.			
7	X			Exit signs for tent with sides/flaps shall be illuminated with battery backup.			
8	X			"No Smoking" sign shall be conspicuously posted in accordance.			
9	X			An "Occupant Load" sign noting the occupant load shall be posted. NC Admin Code 2018.			
10	X			Aisles shall be 44" clear width free of obstructions in public area.			
11	X			20 feet wide fire lane to the tent.			
12	X			Fire Department vehicle access to within 150 feet around the tent.			
13	X			Maintain 20 feet clearance between 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 feet clearance will be measured from this point out.)			
14			X	Open flames and other devices emitting flame, sire, heat or flammable or combustible liquids, gas, charcoal or other cooking devices maintained 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			X	Cooking and heating equipment more than 10 feet from exits and combustible material.			
16	X			Fire extinguishers located within 75 feet of all points within the tent.			
17	X			Combustible vegetation removed to a distance of 30 feet from the area to be occupied by the tent/membrane structure.			
18	X			Accessibility fixtures, including an accessible walking surface to accommodate persons with disability. Note that grass is NOT an accessible walking surface.			
19	X			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	X			Restroom accommodations for the event. Indicate the location and type (i.e. portables or in buildings) on the Site Plan . Location: Clark Hall			

SECTION III - Attachments

A	X			Certificate of Flame Resistance			
B	X			Occupant load calculation for the event - Standing 5 SF; Seating 7 SF or Seating with tables 15 SF. If occupant load >50, a tent floor plan with dimensions showing seating, tables, exit aisles, exit locations, exit widths and equipment within the tent. OCCUPANT LOAD 80 occupants			
C	X			Dimension Site Plan showing tent location, 20 feet clearance from other structures, and Fire Department vehicular acces to within 150 feet.			



Tent layout plan. (Example)



Tent Site Plan (Example)