|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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](mailto:sco.permits@doa.nc.gov) | | | | | | | | | | | | |
| **SECTION I - Event Information** | | | | | | | | | | | | |
| **Applicant's Name:** | | | | Click or tap here to enter text. | | | | **Department:** |  | Click or tap here to enter text. |  | |
| **Phone Number:** | | | | Click or tap here to enter text. | | | | **E-Mail Address:** |  | Click or tap 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:** | | | | Select date | | **Event Time:** Enter time | | **Event Date:** |  | Select date |  | |
| **SECTION II - Tent/Membrane Structure Checklist** | | | | | | | | | | | | |
| **Application is for:** | | | | **TENT** | | **or MEMBRANE** | | **# of Structures & Size:** | | Click or tap here to enter text. |  | |
| **#** | **Yes** | **No** | **N/A** | | **LIST** | | | | | | | |
| **1** |  |  |  | | Tent > **800** SF with sides/flaps. **Permit required** | | | | | | | |
| **2** |  |  |  | | Tent > **1800** SF without sides. **Permit required** | | | | | | | |
| **3** |  |  |  | | Air-supported Structure > **400** SF. **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 fully  opened, **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, 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** |  |  |  | | Open flames and other devices emitting flame, sire, heat or flammable or combustible liquids, gas,  charcoal or other cooking devices shall be at least **20 feet** away from tent. (This excludes floor 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 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 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: | | Click or tap here to enter text. | | | | | |
| **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**. 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** | | | | Click or tap here to enter text. | | |  |
| **C** |  |  |  | | Dimension Site Plan showing tent location, **20 feet clearance** from other structures, and Fire Department  vehicular access to within **150 feet.** | | | | | | | |