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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](mailto:sco.permits@doa.nc.gov) |
| **Section 1 – Event Information** |

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| **Applicants Name** | | **Department** |
| **Phone Number** | | **E-mail Address** |
| **Event Address / Location** | | |
| **Name / Type of Event** | | |
| **Set up Date:** | **Time:** | **Event Date:** |

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

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| **Application is for:** | **Tent** | **Membrane** | **# of Structures** | **Size** |

|  |  |
| --- | --- |
| **# 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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