



Orange County
Emergency Services

510 Meadowlands Drive
Hillsborough, NC 27278
919.245.6100

Tent Permit Application

- Tent(s) in Excess of 800 sq. ft.
Canopy over 1800 sq. ft. Permit Fee: \$100.00 each
- Air-Supported Temporary Membrane Structure(s) Permit Fee: \$100.00 each

(Any additional tent, canopy, or air-supported structure on the same property is \$25.00)

Business Information	
Name of Event:	
Event Address/Location:	
Tent Company:	Phone & Fax:
Location of Tent:	Type of Event:
Set-Up Date:	Event Date/Times:
Distance to Buildings and other tents:	Size of (circle one) Tent/Canopy and square footage:
Electrical Contractor Name if applicable:	On-Site Tent Contact:
On-Site Event Contact:	Contractor Phone:
Desired Date For Inspection/Time:	
Payment for permits will be invoiced directly to the tent vendor	
For Questions and/or mail application and payment to: Make checks payable to: Orange County Revenues Orange County Emergency Services Fire Marshal Division P.O. Box 8181 Hillsborough, NC 27278 Phone: 919-245-6100 firemarshals@orangecountync.gov	
APPLICATION CANNOT BE PROCESSED, PERMIT ISSUED, OR INSPECTION CONDUCTED UNTIL AFTER PAYMENT HAS BEEN RECEIVED *Payment over the phone with a credit card cannot be accepted at this time*	
Official Use Only	
Payment Received:	Check# <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash
Date Received:	Received By:

TENT PERMIT PROCEDURES

The purpose of this procedure is to guide the customer through the application process. The attached "Procedural Checklist" serves as a sign-off sheet for the permit approval process.

WHEN IS A PERMIT REQUIRED?

If you are erecting a tent in excess of 800 square feet, tents open on all sides having a maximum size of 1800 square feet, or any air-supported structure having an area in excess of 400 square feet, you must obtain a tent permit from the Fire Marshal's Office. You are required to submit construction documents including a detailed site and floor plan for tents, canopies, or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. This must be submitted TEN days prior to the event. If you have not already done so, you may use the "tents/canopy permit checklist" to prepare your plans. Provide a certificate of flame propagation from an approved testing laboratory certifying the tents and membrane structures and their appurtenances: sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting flame propagation performance criteria of NFPA 701 and that such performance criteria are effective for the period specified by the permit. Additionally, an affidavit or affirmation shall be submitted with the following information: 1. Names and addresses of owners of the tent or air-supported structure. 2. Date the fabric was last treated with flame-retardant solution. 3. Trade name or kind of chemical used in treatment. 4. Name of person or firm treating the material. 5. Name of testing agency and test standard by which the fabric was tested.

STEP 1: (Construction) If, any electrical service is to be provided for the tent, you must use a licensed electrical contractor and obtain an electrical permit for installation from the Building Inspections Department 919-245-2600. You will need to talk with a staff member in the electrical section. This requires field inspection and approval prior to the event. We will not issue a tent/canopy permit without an electrical inspection. If there is no electrical service, mark the "No" box under the Electrical Permit section of the "Tent Procedural Checklist". Bleachers will be addressed at this step. You will need to submit engineered structural plans and calculations for bleachers.

STEP 2: (Tent Permit and Plans Submittal) Each tent permit packet will be forwarded to a fire marshal who will be handling the issuance of your tent permit. He or she will review the submitted information and contact you if additional information is required. Once the submittal has been approved, we will contact you to arrange for an on-site inspection. Upon successful completion of the on-site inspection, the tent permit will be issued.

TENT PROCEDURAL CHECKLIST

Please indicate if application is for:	<input type="checkbox"/> Tent	<input type="checkbox"/> Air-Supported Structure
Applicants Name		
Applicants Address		
Applicants Phone #		
Address where erected		

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STEP 2: CONSTRUCTION PERMIT

Electrical: Is a temporary electrical service provided to the tent? (electrical permit required)
 Yes No
 Permit for Bleachers Required
 Plans required for permit for bleachers.

<p>STEP 3: TENT PERMIT <input type="checkbox"/> Required <input type="checkbox"/> Not Applicable</p> <p>If Required <input type="checkbox"/> Tent Permit Application Filled Out <input type="checkbox"/> Site Plan Attached <input type="checkbox"/> Safety Checklist Attached <input type="checkbox"/> Certification</p> <p>PLANS SUBMITTAL <input type="checkbox"/> Tent Permit Packet Complete <input type="checkbox"/> All Fees Paid</p>

Tent Vendor Information

Tent Company Name	
Corporate Name	
Web Site Address	
Mailing Address with Suite#	
City, State, Zip	
Business Phone #	
Business Fax #	
Other Phone #	
Business Owners Name	
e-mail	
Mobile Phone #	
Company Manager Name	
e-mail	
Mobile Phone#	

Tent Permit Checklist

<input type="checkbox"/>	Plans submitted and approved by the Orange County Fire Marshal Division. (Site Plan, Flame Certificates, seating plan)
<input type="checkbox"/>	Other Permits if applicable. (ex. Carnival/Fairs)
<input type="checkbox"/>	Adequate Fire Truck Access Provided. (Minimum 20ft. Fire Lane)
<input type="checkbox"/>	Proper Placement of Tent(s) from buildings, property lines, roadways.
<input type="checkbox"/>	Any tents with connecting corridors, exits provided on each end of the corridor.
<input type="checkbox"/>	Unobstructed 12ft. fire break provided from each tent, canopy, air-supported structure.
<input type="checkbox"/>	Adequately roped, braced and anchored to withstand weather and collapsing.
<input type="checkbox"/>	Proper number of exits provided based upon occupant load.
<input type="checkbox"/>	Occupant load determined by fire official and posted.
<input type="checkbox"/>	Exit doors shall swing in the direction of egress travel.
<input type="checkbox"/>	Aisle widths maintained.
<input type="checkbox"/>	Exit signs provided (two means of egress if greater than 300 occupants)
<input type="checkbox"/>	Emergency lighting provided for exits as required.
<input type="checkbox"/>	Fire retardant certificate(s) on tent, sides, and other materials required
<input type="checkbox"/>	Combustible materials (hay, pine-straw, etc.) prohibited.
<input type="checkbox"/>	No smoking permitted in tents/canopies or membrane structures. Approved "No Smoking" signs posted.
<input type="checkbox"/>	No open flame devices, flammable/comb. Liquids, gas, charcoal within 20 feet.
<input type="checkbox"/>	Adequate Fire Extinguishers (min. 2A:10BC extinguishers required for 400-1000 square feet, provide one additional extinguishers for each 2000 square feet)
<input type="checkbox"/>	Approved heating/cooking equipment. Approved use of Butanes for warming foods.
<input type="checkbox"/>	Heating/cooking equipment 10' of exits/combustibles
<input type="checkbox"/>	Cooking tents separated by 20 feet.
<input type="checkbox"/>	Outdoor cooking not within 20 feet.
<input type="checkbox"/>	Approved LP Gas cooking equipment
<input type="checkbox"/>	LP Gas containers 500 gal. or less minimum 10ft. from tent/structure.
<input type="checkbox"/>	LP Gas containers >500 gal. Minimum 25ft. from tent/structure.
<input type="checkbox"/>	Methods to prevent tampering and unauthorized movement of LP Gas containers, piping and valves.
<input type="checkbox"/>	No flammable liquids equipment in tents, unless properly permitted by fire official.
<input type="checkbox"/>	Flammable liquids stored 50 feet from tents.
<input type="checkbox"/>	No refueling within 20 feet of tents.
<input type="checkbox"/>	Generators separated from tents by 20 feet.
<input type="checkbox"/>	Firewatch – Standby personnel required by the fire official.
<input type="checkbox"/>	Combustible vegetation removed from within 30 feet.
<input type="checkbox"/>	Floor and area within 30ft. clear of combustible waste.
	VEHICLES ON DISPLAY – SPECIAL PERMIT
<input type="checkbox"/>	Batteries disconnected
<input type="checkbox"/>	No fueling or refueling inside tent structure. No Fuel System Leaks
<input type="checkbox"/>	Maximum fuel tank level ¼ of tank capacity or 5 gallons whichever is less.
<input type="checkbox"/>	Tank openings locked and sealed.
<input type="checkbox"/>	Vehicles do not obstruct the means of egress.
<input type="checkbox"/>	CNG or LP-Gas vehicles inside assembly?
	AIR-SUPPORTED STRUCTURES
<input type="checkbox"/>	Approved method of anchoring.
<input type="checkbox"/>	Minimum of 2 blowers provided and maintained.
<input type="checkbox"/>	Auxiliary power for assembly use >200 occupants.