

Town of Beaufort Tent Permit Application

The NC Fire Prevention Code requires tents, canopies, and membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. Applicants must submit completed application, attachments and permit fee to the Town of Beaufort Fire Department **three (3)** days prior to event. In the event that the permit application and fee **is not** received **three (3)** days prior to the event, the permit fee will be subject to be doubled fees.

Submit Permit Application, Attachments and Tent Permit Fee of **\$50.00** to:

- Town of Beaufort Fire Department, Attention: Tammy Turek
- Located at: 506 Live Oak Street, Beaufort, NC 28516
- Fax: 252-728-2382
- Email: t.turek@beaufortnc.org

DEFINITIONS:

Canopy: A structural or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity, or decoration, and may be structurally independent or supported by attachment to a building on one end and by not less than one stanchion on the outer end.

Tents: A Structure, enclosure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Membrane Structure: An air-inflated, air-supported, cable or framed-covered structure as defined by the North Carolina Fire Code and not otherwise defined as a tent.

A permit is required for tents having an area in excess of 800 sq. ft. and all membrane structures and canopies having an area in excess of 400 sq. ft.

A Tent Permit is not required if all of the following conditions are met:

- 1) **Tent is less than 1,800 square feet**
- 2) **Tent is open on all sides**
- 3) **Tent has a minimum clearance of 12 feet from all structures and other tents.**

If you have any questions regarding your tent, please contact Tammy Turek, Beaufort Fire Department: 252-728-4325

SECTION I. EVENT INFORMATION

VENDOR APPLICANT'S NAME:

VENDOR COMPANY NAME:

VENDOR ADDRESS:

VENDOR PHONE NUMBER:

VENDOR E-MAIL ADDRESS:

RESPONSIBLE PERSONS NAME:

PHONE NO.

EVENT ADDRESS/LOCATION:

NAME/TYPE OF EVENT:

TENT SET UP DATE:	REQUESTED INSPECTION TIME:	EVENT DATE(S):	TIME OF EVENT:
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SECTION II. TENT INFORMATION

Size of tent: _____ Sides? YES NO Estimated number of attendees: _____

Will there be electricity? YES NO / If yes, Electrical Source:

Existing power supply Temporary power pole Generator

**The Town's Building Inspector is required to inspect a new temporary power pole prior to the power company turning on the electricity. Existing power supplies, such as a residential or commercial outlet, have previously been inspected, and therefore do not require an inspection.*

Will there be heaters? YES NO

**Open flames or flammable liquids are not allowed in the tent, and all other heaters shall be approved by the Fire Inspector. Please contact Fire Inspector for approved heating devices.*

Will you be cooking? YES NO

**Warming trays and other similar devices shall be approved by the Fire Inspector. Cooking tents with sides shall be separated from the other tents by 20'.*

SECTION III. REQUIRED ATTACHMENTS

If there is not a permanently affixed National Fire Protection Association (NFPA) 701 label located on the tent, the tent company will provide a Certificate of Flame Resistance to the Fire Inspector.

Site Plan showing the tent's location on the property.

The site plan is used to review whether there is adequate and safe access for fire trucks. Detailed site and floor plans are required for tents with an occupant load of 50 or more

Floor plan showing seating arrangements, exits, equipment being used, stage, etc.

Floor plans are used to determine the maximum number of people allowed in the tent and plans are reviewed for safety.

*** Please see additional requirements for Membrane Structures, Canopies, and Tents. ***

The tent vendor and the responsible event person shall monitor weather conditions. Tent vendor shall relay to the event personnel what weather conditions the tent or membrane structure is rated for based on the anchorage. If ratings are exceeded, the responsible party is required to stop the event. In the case the fire official deems weather conditions to be unsafe, The Fire Official has the authority to revoke this permit.

SECTION VI. FOR OFFICE USE BELOW THIS LINE:

Permit Fee Received: YES NO INV.# _____

Date: _____

Approved by: _____

Date: _____

FIRE INSPECTOR SIGNATURE