



Statesville Fire Marshal's Office

822 Fifth St., Statesville, NC 28687

Phone: (704) 878-3401

Fax: (704) 878-3465

SPECIAL USE PERMIT APPLICATION

Temporary Tents or Air Supported Structures

Based on the definitions for a tent or membrane structure, the following information must be completed. This information is necessary in order to determine if certain fire code regulations will apply.

1. Is there any individual tent that is **ENCLOSED** with sidewalls greater than **800 sq. ft.**? () Yes () No
2. Is there any individual tent that is **OPEN** on all sides greater than **1800 sq. ft.**? () Yes () No
3. Are there multiple tents without sidewalls, placed side by side such that the total square footage of all the tents in this group exceeds **700 sq. ft** without **12 feet** of clear space (including ropes and stakes between all other temporary structures? () Yes () No
4. Are there any individual or groups of enclosed membrane structures exceeding **400 sq ft.**? () Yes () No

PERMIT INFORMATION

Date of Application _____/_____/_____ Property Owners Permission: () Yes () No

Applicant _____

Point of Contact _____ Contact Phone Number _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Email _____

Event Location _____

Event Name: _____ Event Dates: _____

Set-up Date _____/_____/_____ Removal Date _____/_____/_____

Temporary Power needed: () Yes () No If yes source: () Generator / Fuel () Existing Receptacles

Open Flame Cooking Required: () Yes () No

Are combustible materials being used with this permit? (hay, straw, etc.) () Yes () No

Are 20 ft. emergency vehicle accesses provided to within 150 ft. of all points on perimeter of the tent/canopy/membrane structure? () Yes () No

Is the tent used as an on-site permanent structure? () Yes () No

PERMIT REQUIREMENTS

This application must be completed and returned to the Statesville Fire Marshal's Office, prior to the issuance of the permit. It is the applicant's responsibility to ensure that all conditions are in accordance with applicable State and Local Fire Regulations. A site inspection will be conducted to verify compliance. Please allow two (2) working days for processing. There will be a \$100.00 permit fee assessed for each structure. Fees shall be paid prior to the issuance of the permit. **Make checks payable to: "City of Statesville" Permit fees for non-profit organizations can be exempted by attaching a copy of the organization's 501(c) 3 - non-profit form**

The following items are **required** to be submitted with this application.

- Site plan is required showing location of each temporary structure (including square footage/dimensions/ equipped with sides to enclose) on the property including distance separation from buildings, other tents, lot lines, the public right-of-way, and emergency vehicle access.
- Identify how each temporary structures is to be used (cooking / type of vendor / assembly / sales)
- Indicate occupant load based on following square footage (SF) per person / 5 SF standing / 7 SF seated / 15 SF seated with tables. If occupant load is greater than 50 persons provide dimensioned floor plan showing seating, tables, exit aisles, exit locations, exit widths and equipment in tent/canopy.
- Aisles shall be free of obstructions with clearances of at least 44 inches provided.
- **Copy of Flame Resistance Certificate for each tent must be provided with application submission - certification certificates must match each tents or membrane structure.**
- Must meet all special applicable requirements of Chapter 31 NCFPC for larger tents (call for details).
- Must have a tent representative on site during fire inspection.
- A re-inspection fee will be applied for failure to meet the listed requirements.
- Tent/canopy/membrane structure must be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing. Ropes, guy wires, etc. must be readily visible to minimize trip hazard.
- All open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall be maintained at least 20 ft. away from tent/canopy (This does not include operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard).
- Smoking is prohibited in the tent/canopy and **NO SMOKING** signs shall be posted.
- Insure that a mounted minimum 5 lb. ABC fire extinguishers is available for every 75 feet of travel

These answers have been given to the best of my ability and knowledge. I hereby understand that any answers deliberately falsified or misrepresented shall be justification for revocation of permit and subject to fines.

Applicant Signature

Print Name

Date