

### ECU Tent Permit Application

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 (SCO) 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 EH&S at least **30 days** prior to the event. EH&S will submit application to the SCO for review/approval.

**\*\*Tents are prohibited from being erected if sustained winds or gusts are greater than 25 mph.\*\***

#### SECTION I - Event Information

<b>Applicant's Name:</b>	<b>Department:</b>
<b>Phone Number:</b>	<b>E-Mail Address:</b>
<b>Event Address/Location:</b>	
<b>Name/Type of Event:</b>	
<b>Set Up Date:</b>	<b>Time:</b> <b>Event Date:</b>

#### SECTION II - Tent/Membrane Structure Checklist

Application is for: <input type="checkbox"/> TENT(S) or <input type="checkbox"/> MEMBRANE(S)	Size(s)	
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#	Yes	No	N/A	LIST
1				Tent > <b>800</b> sq. ft .with sides/flaps. <b>If yes, State of North Carolina permit required.</b>
2				Tent > <b>1800</b> sq. ft. without sides (75% open or greater). <b>If yes, State of North Carolina permit required.</b>
3				Is tent/membrane certified flame resistant material or treated by manufacturer with flame retardant? <b>SEE SECTION III</b>
4				Tent with sides, at least <b>2</b> marked exits that are <b>72" wide</b> . (More than <b>199</b> occupants, <b>see Table (3103.12.2 NCFC 2018)</b> . Are aisles free of obstructions and one at least <b>44"</b> maintained for egress?
5				Exit with curtains shall be free sliding on a metal support at a minimum of <b>80 "</b> above the floor. When fully opened, no part of the curtain obstructs the exit.
6				<b>Exit signs</b> for tent with sides/flaps shall be illuminated with battery backup.
7				<b>"No Smoking" sign</b> shall be conspicuously posted in accordance.
8				An <b>"Occupant Load" sign</b> noting the occupant load shall be posted. NC Admin Code 2018.
9				Aisles shall be <b>44" clear width</b> free of obstructions in public area.
10				<b>20 feet wide</b> fire lane to the tent.
11				Fire Department vehicle access to within <b>150 feet to tent</b>
12				Air supported structure > 400 sq. ft. Additional information required. See NC Fire Code 2018
13				Maintain <b>20 feet clearance</b> 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 maintained at least <b>20 feet</b> away from tent. (This excludes food 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 <b>10 feet from exits</b> and combustible material.
16				Fire extinguishers located within <b>75 feet</b> of all points within the tent.
17				Combustible vegetation removed to a distance of <b>30 feet</b> from the area to be occupied by the tent/membrane structure.
18				Are appropriate restroom accommodations provided for the event? Indicate location and type (i.e., portables or in building) on site plan.
19				Accessibility fixtures, including an accessible walking surface to accommodate persons with disability. Note that <b>grass is NOT an accessible walking surface.</b>
20				Tent/membrane structure shall be maintained in good condition and adequately roped, braced and <b>anchored to withstand the elements of weather and prevent collapse</b> . Ropes, guy wires, etc. must be readily visible to minimize tripping hazard.

#### SECTION III - Attachments

A				Certificate of Flame Resistance: Flame resistant material or treated by manufacturer with flame retardant.
B				Occupant load calculation for the event per person – <b>5 SF Standing; 7 SF Seating or 15 SF Seating with tables. If occupant load &gt;50</b> , a tent floor plan showing seating, tables, exit aisle (at least 44" wide), exit locations, exit widths and equipment within the tent. OCCUPANT LOAD: _____
C				Dimension Site Plan showing tent location, <b>20 feet clearance</b> from other structures and Fire Department vehicular access to within 150 ft.