



Watauga County Emergency Services

184 Hodges Gap Rd, Suite D
Boone, NC 28607
Phone 828-264-4235
Fax 828-265-7617



Fire Marshal ♦ Emergency Management ♦ Communications

Tent / Air-Membrane Structure Permit

Permit No. _____

Application Section

Applicant Name (Business Name): _____ Date: _____
Contact Person: _____ Phone: _____
Contact Email: _____
Street Address/Location of Event: _____
City: _____ State: _____ Zip: _____

Tent Owner / Rental Company

Name _____ Email: _____
Phone: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Permit Section

Date Erected: _____ Date Taken Down: _____
Event Dates: _____ Event Hours: _____
Date / Time Tent will be Ready for Inspection: _____

Tent Use: ☐ Assembly ☐ Merchantile ☐ Business ☐ Cooking
☐ Carnival / Fair ☐ Trade Show ☐ Other

Tent Size: _____ Generator Used ☐ Yes ☐ No

Tent Flame Retardant? ☐ Yes ☐ No Label on Tent ☐ Yes ☐ No

Tents having an area in excess of 800 square feet or Canopies & Air - Membrane Structures in excess of 400 square feet require a permit to construct and operate. Exceptions include tents used exclusively for recreational camping or tents used for funeral services.

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

Signature _____ Title _____ Date _____

PERMIT REQUIREMENTS

This application must be completed and returned to the Watauga County Emergency Services 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 \$25.00 permit fee(per 30 days) assessed for each structure. Fees shall be paid prior to the issuance of the permit. **Make checks payable to: "Watauga County Emergency Services"**

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(NCFC 3103.6).

Indicate occupant load based on following square footage (SF) per person / 5 SF standing / 7 SF seated / 15 SF seated with tables(NCFC 1004.1.2).

If occupant load is greater than 50 persons the following are required:

Dimensioned floor plan showing: seating, tables, exit aisles, exit locations, exit widths and equipment in tent/canopy(NCFC 3103.6).

Exit Signs must be posted(NCFC 3103.12.6)

Aisles shall be free of obstructions with clearances of at least 44 inches provided.

Must meet all special applicable requirements of Chapter 31 NCFC for larger tents (call for details).

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(NCFC 3104.12).

Return to: **FireInspections@watgov.org**

or

Watauga County Emergency Services, 184 Hodges Gap Rd Bx D, Boone NC, 28607