



# City of Graham Fire Department Fire Inspection Division

<b>PERMIT TYPE:</b>	TENT & MEMBRANE STRUCTURES		
<b>EFFECTIVE DATE:</b>		<b>PERMIT #</b>	

### Temporary Tents and Membrane Structures North Carolina Fire Code 2018 Requirements

For events on State owned properties involving the erection of tents, canopies, membrane structures, the *NC Fire Code 2018* requires the tents, canopies, membrane structures to be evaluated for fire and life safety and a permit issued. State Construction Office (SCO) is responsible for evaluation per *NC Fire Code 2018*, SCO shall issue a permit in the form of a signed approval letter or E-mail. SCO's approval acknowledges Code compliance and does not constitute an agreement for use of the space. That is obtained from the Department of Administration – Facility Management Division or the owning Agency/University. Tents, canopies, membrane structures permit on Community College campuses shall be obtained from local authority.

The following requirements apply for the erection of Tents, Canopies, Membrane structures:

1. Structure with sides over 700 square feet. *Section 3103.2.*
2. Structure without sides over 1800 square feet, 75% to 100% open sides. *Section 3103.2.2*
3. Structures are to be certified as composed of flame resistance material or treated with flame retardant to meet flame propagation performance criteria of NFPA 701.
4. Structures with occupant load of 50 or more shall have detail Site and Floor Plans.
  - a. Site Plan:  
Show 20 feet wide fire lane and 20 feet from other structures, lot lines, building lines, parked vehicles, internal combustion engines etc.
  - b. Floor Plan:  
Show layout of tables, chairs, furniture, platform and equipment. A 44 inches wide clear aisle shall be maintained for egress.  
Show location exit(s) if structure have sides. ( ## of exits)  
Location of portable fire extinguisher(s).  
Location of No Smoking sign.  
Location of Occupant Load sign.

The plans are to indicate if the structure(s) will or will not have flaps or sides. This will affect the placement of exit, exit signs, fire extinguishers and other life safety equipment.
5. Smoking is not allowed within these structures.
6. Air supported structure with more than 200 occupants shall include auxiliary emergency power that will switch on automatically and capable of running for 4 hours.
7. Calculation of occupant load shall utilize Load Table 1004.1.2 NCBC 2018:  
 Standing only:           5 sf per person.  
 Seating only:             7 sf per person.  
 Seating at Table:       15 sf per person.
8. Open flame or devices emitting flame, fire, heat with combustible liquids, gas, charcoal as fuel or any unapproved equipment are not allowed inside or within 20 feet of such structures while occupied by the general public.
9. Restroom accommodations provided for public use shall include accessibility access and fixtures.
10. Refer to Chapter 31, NC Fire Code 2018 for additional code requirements.

The Owner must direct the event organizer to submit plans to SCO at the address below. This must be done 30 days prior to event is scheduled to allow ample time for review and for the vendor to respond to any resulting questions and/or a possible site visit by staff to better assess the plan. If the Owner or vendor does not submit their plans to SCO soon enough to allow a reasonable time for evaluation and approval, the event cannot be approved and must be either reschedule or cancelled.

If a situation arises where it is necessary for SCO to ask the local jurisdiction to review the event plans and/or inspect the structure on our behalf (e.g., due to a time or location issue), the cost for such local jurisdiction inspection permit will be borne by the Owner or event organizer.

For questions, contact SCO at 919-807-2095 to speak with Farouk Zaman. Plans/applications can be mail to us at: State Construction Office, 1307 Mail Service Center, Raleigh, NC 27699-1307; or hand delivered to New Education Building, 301 North Wilmington Street, Suite 450, Raleigh, NC 278601; or Courier number 56-02-01; or emailed to [sco\\_permits@doa.nc.gov](mailto:sco_permits@doa.nc.gov); or faxed 919-807-4110.



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### SUBJECT PROPERTY & INFORMATION

Note: Tent permit submittals shall be 10 business days in advance of the event. Zoning approval for the tent is required if erected for more than 24 hours. Tent site plans are required with this submittal and must accompany flame certificates for each.

<b>Name of Event:</b>	<b>Event Address/ Location:</b>
<b>Tent Company:</b>	<b>Phone &amp; Fax:</b>
<b>Name of Location of Tent:</b>	<b>Type of Event:</b>
<b>Set-up Date:</b>	<b>Event Date &amp; Times:</b>
<b>Distance to Buildings:</b>	<b>Size of Tent/ Canopy:</b>
<b>Electrical Contractor Name:</b>	<b>Contractor Phone:</b>
<b>On-Site Event Contact:</b>	<b>On-Site Tent Contact:</b>
<b>Desired Date For Inspection &amp; Time:</b>	

### TENT PROCEDURAL CHECKLIST

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

### TENT VENDOR INFORMATION

Tent Company Name:	Corporate Name:	
Web Site Address:		
Mailing Address with Suite #:	State & Zip:	
Business Phone:	Business Fax:	Other Phone:
Business Owners Name:	E-mail:	Mobile:
Company Manager Name:	E-mail:	Mobile:

<b>STEP 1: ZONING APPROVAL</b> <input type="checkbox"/> Approved (If erected more than 24 hours)	Signature _____ Date:    /    / Planning Department Representative
<b>STEP 2: ELECTRICAL PERMIT</b> Electrical: Is a temporary electrical service provided to the tent? (electrical permit required) <input type="checkbox"/> Yes <input type="checkbox"/> No	Plans required for permit for bleachers. Permit for Bleachers <input type="checkbox"/> Required <input type="checkbox"/> Not Applicable
<b>STEP 3: TENT PERMIT</b> <input type="checkbox"/> Required <input type="checkbox"/> Not Applicable  If Required <input type="checkbox"/> Tent Permit Application Filled Out <input type="checkbox"/> Site Plan Attached	<b>PLANS SUBMITTAL</b> <input type="checkbox"/> Tent Permit Packet Complete <input type="checkbox"/> All Fees Paid



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### 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 or an air-supported structure/ temporary stage canopy having an area in excess of 400 square feet you must obtain a tent permit from the City of Graham Fire Department. Open air tents in excess of 1800 square feet require a permit. Refer to NC fire code 105.6.45 for further information. 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.

#### DETERMINING WHO YOU NEED TO TALK TO:

If you are planning to put up a tent, or other temporary membrane structure, you will need to talk with City of Graham Inspections Department and the City of Graham Fire Department.

**STEP 1: (Planning)** first, you will need to talk to a Planning representative to determine if the tent/canopy or air-supported structure can be erected at the proposed location. If the Zoning Ordinance allows such temporary structure(s) to be erected at the proposed location, the Development Services representative will sign off on the "Tent Procedural Checklist". If the Zoning Ordinance does not allow the temporary structure(s) to be erected at a given location, you will need to talk with a current planning representative about the possibility of obtaining a Use Permit, or you will need to consider relocating the temporary structure(s) to a site where the zoning is appropriate. All tents that will be erected for longer than one day require a zoning permit. The phone number for the planning department is 336-570-6705.

**STEP 2: (Inspection Department)** if a temporary pole for electrical service is to be provided for the tent, you must use a licensed electrical contractor and obtain an electrical permit for installation. You will need to talk with a staff member in the electrical section. This requires field inspection and approval prior to the event. The fire department 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. The phone number for the Inspections Department is 336-570-6705. To request an Event Permit contact 336-570-6705 ext. 3119.

**STEP 3: (Tent Permit and Plans Submittal)** each tent permit packet will be forwarded to the City of Graham Fire Inspector 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, the fire department will contact you to arrange for an on-site inspection. All applicable fees will be invoiced prior to the site inspection. Upon successful completion of the on-site inspection, the tent permit will be issued.