



COUNTY OF DARE

Office of the Fire Marshal
P.O. Box 1000, Manteo, North Carolina, 27954

Steven R. Kovacs
Fire Marshal

(252) 475-5750
Fax: (252) 473-3168

Tent Permit Application

Tent Site Location

Location Name: _____			
Address: _____			
City: _____		Zip: _____	
Event Dates/Time	Start	End	Set-up

Customer

Customer Name: _____			
Address: _____			
City: _____		State: _____	Zip: _____
Phone: _____		Cell Phone: _____	
Email: _____		Fax: _____	

Property Owner (If not applicant)

Owner Name: _____			
Address: _____			
City: _____		State: _____	Zip: _____
Phone: _____		Cell Phone: _____	
Email: _____		Fax: _____	
Management Co: _____			
City: _____		Contact: _____	
Phone: _____		Cell Phone: _____	

Tent Installer/Contractor

Name: _____			
Address: _____			
City: _____		State: _____	Zip: _____
Phone: _____		Fax: _____	
Email: _____		_____	
Contact Name: _____		Cell Phone: _____	

Tent Information

	<i>Dimensions</i>	<i>Total Size</i>	<i>Sides</i>				
<i>Tent 1</i>	_____	_____	___ No ___ Yes	Number: _____	Electric: _____	Heating: _____	Vehicles/Boats: _____
	<i>Purpose:</i>						
<i>Tent 2</i>	_____	_____	___ No ___ Yes	Number: _____	Electric: _____	Heating: _____	Vehicles/Boats: _____
	<i>Purpose:</i>						
<i>Tent 3</i>	_____	_____	___ No ___ Yes	Number: _____	Electric: _____	Heating: _____	Vehicles/Boats: _____
	<i>Purpose:</i>						

Tent Permit

A tent permit is required if:

1. The tent(s) is greater than 400 square feet and has sides.
2. The tent(s) is greater than 700 square feet without sided.

To obtain a permit the following needs to be submitted to the Fire Marshal's Office and approved prior to the tent(s) being erected, operated, or maintained.

1. A completed application.
2. A detailed site plan based on the guideline below.
3. A detailed floor plan shall be submitted if the occupancy load of the tent is 50 or more showing at least the information below.
4. Submit a Certificate of Fire Resistance (NFPA 701) for the tent and all associated materials.
5. Additional requirements and information may be needed based on the overall size and use of the tent upon review of the application.

Site plan requirements:

- The location of the tent shall not restrict access/egress to buildings or other tents on the property or adjacent premises.
- A required 20 foot fire lane shall be maintained leading to the tent.
- A required twelve foot passageway on all sides of the tent, free of all guy ropes and other obstructions, must be available for firefighting operations.
- Tents shall be located no closer than 20-feet from any property line, buildings, or other tents (unless exempt) and parked vehicles or internal combustion engines.
- If a cooking tent is on site, it must be separated from the main tent by at least 20-feet. All cooking activities **must be** at least 20-feet from the main tent.

Floor Plan requirements:

- Exit locations shall be indicated; minimum 72-inches in width. The number of required exits will be based on current NC Fire Code requirements in Chapter 24.
- Seating/table arrangement and expected occupancy load.
- Fire extinguisher locations.
- Location of exit and emergency lighting; heating equipment; any electrical equipment.

I certify to the best of my knowledge that all information provided herein is true and correct as submitted to the Dare County Fire Marshal's Office. All work performed under this permit shall conform to the plans, specifications, and applicable NC Codes. I understand that the completion of this application does NOT entitle the commencement of construction or operation of the tent(s) and I will call for all required inspections.

Signature: _____ Date _____

For Office Use Only

Date Filed _____ Application Complete? _____ If not complete, date returned: _____

Reviewed _____ By: _____ [] Rejected [] Approved

Comments _____

