



City of Durham Fire Department
Office of the Fire Marshal
 2008 E. Club Blvd.
 Durham, NC 27704
 Phone (919) 560-4233 Fax (919) 560-4256
www.durhamfd.org

Tent Permit Application



SUBJECT PROPERTY

Total number of Tents with sides in Excess of 800 sq. ft. or Air-Supported Structures in Excess of 400 sq. ft.
Permit Fee: [Click Here](#)

Total number of Tents without sides in Excess of 1800 sq. ft.
Permit Fee: [Click Here](#)

Note: Tent permit submittals shall be **3** business days in advance of the event. Planning 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.

Name of Event:	Event Address/ Location:
Tent Company:	Phone & Fax:
Name of Location of Tent:	Type of Event:
Set-up Date:	Event Date & Times:
Distance to Buildings:	Number & Size of Tent(s)/ Canopy:
Electrical Contractor Name:	Contractor Phone:
On-Site Event Contact:	On-Site Tent Contact:

Desired Date For Inspection & Time:

Payment for permits will be invoiced directly to the tent vendor

For obtaining permits located on state owned property contact:

For Questions call: 919-560-4233
 City of Durham
 Office of the Fire Marshal
 2008 E. Club Blvd.
 Durham, NC 27704
DFDInspect@durhamnc.gov
 An on-line request can be submitted with all supporting documentation for a tent permit via email to DFDInspect@durhamnc.gov. Please visit www.durhamfd.org

NC Department of Administration
 State Construction, New Education Building
 301 North Wilmington Street, Suite 450
 Raleigh, NC 27601
Phone: 919-807-4100
<http://ncadmin.nc.gov/document/tent-permit>

TENT PROCEDURAL CHECKLIST

Please indicate if application is for: Tent Air-Supported Structure

Applicants Name	Phone
Applicants Address	Address where erected

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:	

STEP 1: ZONING APPROVAL (*If TUP is required. See Page 2 for more information)
(Attach copy of approved Temporary Use Permit from Development Services Center if required.) Approved Not Applicable

STEP 2: ELECTRICAL PERMIT (See Pg. 2 regarding Electrical Permits)

Electrical: Is temporary electrical service provided to the tent?
 Yes No
 Electrical Permit Required Not Applicable **Permit #** _____

STEP 3: TEMPORARY STRUCTURES (STAGE OR BLEACHERS)

(See Pg. 2 regarding Building Permits**)**
(Plans required for Building Permit for Stage or Bleachers**)**
 Building Permit Required Not Applicable **Permit #** _____

STEP 4: TENT PERMIT Required Not Applicable

STEP 5: PLANS SUBMITTAL

If Required:
 Tent Permit Application Filled Out
 Site Plan Attached

Tent Permit Packet Complete
 All Fees Paid

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 with sides 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 Fire Marshal's Office. 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 **3 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 various City departments.

Development Services (919) 560-4144 **Planning** (919) 560-4144 **Electrical** (919) 560-4486 or 4670.

STEP 1: (Zoning)

Check with the Development Services Center (DSC) to ensure that the tent is associated with an allowed temporary use. Tents associated with an event or other temporary use lasting more than four hours (other than civic, religious, or nonprofit uses) require a separate Temporary Use Permit from the DSC (City-County Planning). If the Unified Development Ordinance (UDO) does not allow the temporary structure(s) to be erected at a given location, you will need to talk with a DSC representative about alternative locations. DSC staff can be contacted at <https://dsc.durhamnc.gov/204/Contacting-staff>

STEP 2: (Electrical Permit) (*3 Day Notice Requirement for inspection)

If a temporary pole for electrical service, generator power, illuminated exit signs, or emergency lighting provided for the tent, you must use a licensed electrical contractor and obtain a separate Electrical Permit from the Development Services Center (City-County Inspections). You will need to talk to **Tommy Smith @ 919-560-4486 or Larry Vaughan @ 919-560-4670** in the Electrical Dept. 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. Contact the Development Services Center at dsc.durhamnc.gov.

STEP 3: (Building Permit)

Any temporary structure erected for a period less than 180 days, greater than 120 sq. ft. including connected areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated, or maintained for any purpose without obtaining a permit from the Building Official. Construction documents are required to include site plan, means of egress, and occupant load to obtain a building permit for temporary structures. **Building Inspections (919) 560-4144**

STEPS 4 & 5: (Tent Permit and Plans Submittal)

Each tent permit packet will be forwarded to an Assistant Fire Marshal 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 at the actual site inspection. Upon successful completion of the on-site inspection, the tent permit will be issued.

OFFICIAL USE ONLY

Payment Received:	Check#	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cash
Date Received:	Received By:		