



# 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](mailto:FireInspections@watgov.org)

or

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