



TOWN OF CLAYTON
 Inspections Department
 111 E. Second St., P.O. Box 879
 Clayton, NC 27528
 Phone: 919-553-5002
 Fax: 919-553-1720

TENT PERMIT APPLICATION

The Inspections Department requires a tent permit for any tent over 800 sq. ft. due at the time of Submittal. A separate Fire Department inspection fee will be invoiced to the applicant upon completion of an on-site tent inspection.

Tent Permit Application Processing Fee: \$75.00 (To be paid to the Town of Clayton Inspections Department)

Fire Department Tent Inspection Fees	
Tent Size	Fee
800 – 3,000 sq. ft.	\$40.00
3,000 – 5,000 sq. ft.	\$75.00
5,000 – 10,000 sq. ft.	\$125.00
10,000 – 25,000 sq. ft.	\$375.00
Over 25,000 sq. ft.	\$500.00

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.

SITE INFORMATION

Name of Event: _____

Event Address/Location: _____

Tent Company: _____ Phone: _____

Location of Tent: _____ Type of Event: _____

Set-Up Date: _____ Event Date/Times: _____

Distance to Buildings: _____ Size of Tent/Canopy: _____

On-Site Tent Contact: _____ Phone: _____

Manager of Event Contact: _____ Phone: _____

Will a generator be used on-site? Yes No Desired Inspection Date/Time: _____
(Fire Department must have at least 24 hours prior notice)

Payment for permits will be invoiced directly to the tent vendor

OFFICE USE ONLY		
Date Received: _____	Amount Paid: _____	File Number: _____

APPLICANT INFORMATION

Applicant: _____
Mailing Address: _____
Phone Number: _____ **Fax:** _____
Contact Person: _____
Email Address: _____

For questions regarding fire inspections contact:

Tony Atkinson, Fire Marshal, at 919.553.1577 or Tatkinson@Townofclaytonnc.org
 Kevin Stancil, Fire Inspector at 919.553.9329 or Kstancil@townofclaytonnc.org.

TENT/MEMBRANE STRUCTURE CHECKLIST

Application is for: Tent <input type="checkbox"/> Membrane <input type="checkbox"/>	# of Structures:	Size:
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#	Yes	No	N/A	List
1				Tent > 700 square feet with sides / flaps. Permit Required
2				Tent > 1800 square feet without sides. Permit Required
3				Air-Supported Structure > 400 square feet. Additional information required. (See NC Fire Code)
4				Attached Certificate(s) Flame Resistant Material or Treated with Flame Retardant
5				Tent with sides. At least (2) marked exits that are (72") wide. More than (199) occupants, see Table (3103.12.2 NCFC 2018)
6				Exit with curtains shall be free sliding on a metal support at a minimum of (80") above the floor. When fully opened, no part of the curtain shall obstruct the exit.
7				Exit signs for tents with sides / flaps shall be illuminated with battery back-up
8				"No Smoking" signage shall be conspicuously posted in accordance to code
9				An "Occupant Load" sign noting the occupancy level shall be posted per (NC Admin Code 2018)
10				Aisles shall be (44") clear width - Free of any obstructions in the public area
11				A (20 foot) wide fire lane shall be accessible to the tent
12				Fire Department vehicles shall have access to within (150 feet) around the tent
13				Maintain a (20 foot) clearance between the structure and other tents, membrane structures, lot lines, building lines, parked vehicles or internal combustion engines. (Support ropes and guy wires are part of the tent. The 20 foot margin will be measured from this point out)

TENT/MEMBRANE STRUCTURE CHECKLIST Cont...

#	Yes	No	N/A	List
14				Open flames and other devices emitting flame, fire, heat or flammable or combustible liquids, gas, charcoal or other cooking devices will be maintained at least (20 feet) away from tent. (This excludes food warming devices such as solid flammables, butane or other similar devices which do not cause an ignition hazard.
15				Cooking and Heating Equipment shall be more than (10 feet) from exits and combustible material
16				Fire Extinguishers shall be located within (75 feet) of all points within the tent structure
17				Combustible vegetation shall be moved to a distance of (30 feet) from the area to be occupied by the tent / membrane structure
18				Accessibility fixtures, including an accessible walking surface to accommodate persons with as disability. (Note – Grass is not an accessible walking surface)
19				Tent / membrane structure shall be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent collapse. Ropes, guy wires, etc. must be readily visible to minimize a tripping hazard.
20				Restroom accommodations for the event. Indicate the location(s) and type(s) (i.e. portable or in buildings) on the site plan. Location:
A				Certificate of Flame Resistance
B				Dimension Site plan showing tent location. (20-foot clearance from other structures and Fire Department vehicular access to within (150 feet.)

APPLICANT AFFIDAVIT

I, the undersigned, do hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Clayton, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date