TOWN OF BEAUFORT
TENT/CANOPY PERMIT APPLICATION

The NC Fire Prevention Code requires tents, canopies and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. Applicants must submit completed application with required attachments to the Town of Beaufort 3 days prior to event. For questions/additional information please contact:

Town of Beaufort 252 – 728 - 2141 Beaufort Fire Department 252 – 728 - 4325

SECTION I. EVENT INFORMATION

APPLICANT'S NAME:	*DEPARTMENT:*	
PHONE NUMBER:	*E-MAIL ADDRESS:*	
NAME OF PERSON HOLDING EVENT:		*PHONE NO.*
EVENT ADDRESS/LOCATION:		
NAME/TYPE OF EVENT:		
TENT/CANOPY SET UP DATE:	*EVENT DATE(S):*	*TIME OF EVENT:*

SECTION II. TENT/CANOPY CHECKLIST

Please indicate if application is for: ☐ **TENT** *SIZE OF TENT OR CANOPY:*

☐ **CANOPY** *Proposed Number of Attendees:*

YES	NO	
☐	☐	*Is tent >200 square feet or canopy >400 square feet? If yes, permit is required.*
☐	☐	*Is tent/canopy certified as either flame resistant material or treated with flame retardant? (Certificate provided by manufacturer or vendor or permanently affixed NFPA 701 labeled).*
☐	☐	*Are 20 foot fire lanes provided around the tent/canopy?*
☐	☐	*Is 20 foot separation provided between structures, other tents, canopies, lot lines, building lines, parked vehicles, or internal combustion engines? For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the tent/canopy. EXCEPTIONS MAY APPLY.*
☐	☐	*Does the tent/canopy have flaps? If yes, please describe:*
☐	☐	*Does tent have a minimum of two exits? Compliant exits are 72" wide x 80" high. If exists are covered, the flap/door shall be contrasting color, hung from a metal rod, and open completely to allow exiting for the full width of the exit. Occupant Load determines required number of exits.*
☐	☐	*Are means of egress from tent/canopy maintained free of obstructions and are aisle clearances of at least 44 inches provided?*
☐	☐	*Exit signs provided at all exits. (Must be illuminated internally or externally).*
☐	☐	*Means of egress illuminated?*
☐	☐	*Means of emergency power provided for egress illumination?*
☐	☐	*Smoking prohibited in tent/canopy?*
☐	☐	*Appropriate number of fire extinguishers provided. (Minimum of 1 – 2A 10BC. Size of tent/canopy will determine number of extinguishers required).*
☐	☐	*Are open flames, other flame emitting devices, fire, heat, or any flammable or combustible liquids, gas, charcoal or other cooking devices maintained at least 20 feet away from tent/canopy while open to the public? (Must be approved by Fire Code Official. 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, shall be approved).*
☐	☐	*Are areas inside and within 20 feet of the tent maintained clear of all combustible materials or vegetation that could create a fire hazard?*
☐	☐	*Is a detailed site plan and floor plan provided?*

SECTION III. REQUIRED ATTACHMENTS

☐	*Certificate of Flame Resistance.*
☐	*Floor plan identifying seating arrangement, means of egress, and any cooking, cooling, heating or electrical equipment.*
☐	*Site plan showing tent/canopy location with 20 foot separation between other structures, tents, canopies, parked vehicles, open flames, cooking devices. (For the purpose of determining required distances, support ropes should be considered part of the tent/canopy)*