



Tent and Temporary Structure Permit Application

Greensboro Planning and Development

300 W. Washington Street
Greensboro, NC 27401
(336) 373-4340

<https://www.greensboro-nc.gov>

Submit Permit Application Here:

<https://form.jotform.com/2011351542390>



Subject Property (Check all that apply)

Is this a Tent in Excess 800 Sq. Ft? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Is this a Tent in Excess of 15,000 sq. ft.? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Is this a Canopy in Excess 1800 Sq. Ft? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Is this a Membrane Structure in Excess of 400 Sq. Ft? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Is this a Temporary Stage Canopy in Excess of 400 Sq. Ft? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Owner Contractor <input type="checkbox"/> <input type="checkbox"/>
What will the tent be used for?	***Note: If the tent has an occupant load of 50 or more people, construction documents will be required as seen below. Permit requirements are defined in the 2018 NCFC.

Permit submittals shall be 10 business days in advance of the event. Planning and building approval is required. The structure(s) shall not be erected for a period of more than 180 consecutive days with in a 12-month period on a single premises. *****If all boxes are checked "NO", Planning will still need to see the permit application. You will receive an emailed approval and there is no fee or site inspection*****

Fire Department Only (If any of the boxes above are checked "YES"):

- Each tent permit packet will be forwarded to a Fire Inspector who will be handling the issuance of your tent permit. We will review the submitted information and contact you if additional information is required.
- Once the submittal has been approved, the Building department will contact you to come by and pick up your permit. Then, the fire department will contact you to arrange for an on-site inspection.
- All applicable fees will be invoiced at the actual site inspection. Approved on-site inspections shall be completed by necessary trades prior to final.

***** IF any of the boxes above are checked "YES", a fire inspector will contact you for a site inspection. *****

Name of Event:	Event Address / Location:
Type of Event:	Name of Location of Structure:
Event Date & Times:	Set up Date / Breakdown Date:
Distance to Buildings:	Size of Tent / Temporary Structure:
Electrical Contractor Name (If Applicable):	Contractor Phone (If Applicable):
On-Site Event Contact/Phone number:	*On-Site Structure Contact/phone number (for inspection):
Desired Date For Inspection & Time:	

Permit fee will be billed after on-site inspection is complete. Fee will be billed by Fire Recovery USA.

<p>Greensboro Planning & Development</p> <p>300 W. Washington Street Greensboro, NC 27401 Phone: 336-373-2144</p> <p>Please visit our website for more info: https://www.greensboro-nc.gov/departments/planning</p>	<p>Greensboro Fire Marshal's Office New Construction/Plans Review</p> <p>300 W. Washington Street Greensboro, NC 27401 Phone: 336-373-2144</p> <p>Please visit our website for more info: https://www.greensboro-nc.gov/departments/fire/fire-life-safety/building-fire-system-plan-reviews</p>
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TENT/TEMPORARY STRUCTURE VENDOR INFORMATION

Company Name:	Corporate Name:	
Web Site Address:		
Mailing Address with Suite #:	State & Zip:	
Business Phone:	Business Fax:	

<p>Step 1:</p> <p>PLANNING APPROVAL (Greensboro Only)</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p>	<p>Notes: _____</p> <p>Signature _____ Date: / /</p>
<p>Step 2: ELECTRICAL</p> <p>Is a temporary electrical service provided to the tent in ways other than extension cords?</p>	<p><input type="checkbox"/> Yes* - Electrical Permit Number _____</p> <p><input type="checkbox"/> No</p> <p style="text-align: right;">*Permit Number Required*</p>
<p>Step 3: BUILDING</p> <p>Bleachers: Are bleachers being provided?</p>	<p><input type="checkbox"/> Yes* - Building Permit Number: _____</p> <p><input type="checkbox"/> No</p> <p style="text-align: right;">*Permit Number Required*</p>
<p>Stages: Are stages being erected?</p>	<p><input type="checkbox"/> Yes* - Building Permit Number: _____</p> <p><input type="checkbox"/> No</p> <p style="text-align: right;">*Permit Number Required*</p>

Stage Canopy: Are stage canopies being erected?	<input type="checkbox"/> Yes* - Building Permit Number: _____ <input type="checkbox"/> No <p style="text-align: right;">*Permit Number Required*</p>
Step 4: Is this attached to a special events permit?	<input type="checkbox"/> Yes* - Name of Event: _____ <input type="checkbox"/> No <p style="text-align: right;">*Requires Additional Applications for Permits*</p>
Is this for a Carnival or Fair?	<input type="checkbox"/> Yes* - Name of Event: _____ <input type="checkbox"/> No
Is this for an exhibit or trade show?	<input type="checkbox"/> Yes* - Name of Event: _____ <input type="checkbox"/> No

Step 5: REQUIRED DOCUMENTS FOR REVIEW

1. If occupant load of tent is **less than 50 people** you will need to submit the following along with this permit application:
2. Site plan
 - Lot Lines
 - Distance to other buildings
 - Distance to equipment/vehicles
 - distance to fire lane and fire suppression equipment
3. Flame Certificates
4. Anchoring Method
5. Location and Type of Heater (if any)
6. Location and Type of Electrical (if any)
7. Location of Emergency Lighting (Only night events)
8. Location of Fire Extinguishers (2A: 10BC Minimum)

1. If occupant load of tent is **more than 50 people** you will need to submit the following along with this permit application:
2. Site plan
 - Lot Lines
 - Distance to other buildings
 - Distance to equipment/vehicles
 - distance to fire lane and fire suppression equipment
3. Flame Certificates
4. Anchoring Method
5. Location and Type of Heater (if any)
6. Location and Type of Electrical (if any)
7. Location of Emergency Lighting (Only night events)
8. Location of Fire Extinguishers (2A: 10BC Minimum)
9. Means of Egress (Number and Location)
10. Floor Plan
11. Occupant Load
12. Seating Capacity
13. Seating Arrangement
14. Distance to other hazards
15. Location and Type of Heater
16. Location and Type of Electrical
17. Location of Emergency Lighting (Only night events)
18. Location of Fire Extinguishers (2A: 10BC Minimum)

Procedural Checklist

Applicants Name:	Phone:	Email:
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Applicants Address:	Address Installed:
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DISCLAIMER

This is an application to submit for a permit. Submittal of this document does not guarantee a permit. No occupancy can occur prior to receiving an inspection. Permit will be issued during the on-site inspection if no violations are present.

I hereby certify that all information in this application is correct. I also certify that all work will comply with the State Building Code, Greensboro Code of Ordinances, and all other applicable State and local laws, ordinances, and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Owner/Agent Signature _____