

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
TENT/CANOPY PERMIT APPLICATION**

The NC Fire Code requires tents, canopies and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. For all State-owned property the NC Department of Insurance (NCDol) is responsible for that evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, NCDol issues a permit in the form of a signed approval letter/e-mail. Applicants must submit a completed application with required attachments to the Office of Safety at least 30 days prior to the event. The Office of Safety will submit to NCDol for review/approval and provide notification to applicant regarding status of the permit. For questions/additional information, contact the Office of Safety at 334-4357.

SECTION I. EVENT INFORMATION

| | |
|--------------------------|--------------------------|
| APPLICANT'S NAME: | DEPARTMENT/ORGANIZATION: |
| PHONE NUMBER: | E-MAIL ADDRESS: |
| EVENT ADDRESS/LOCATION: | |
| NAME/TYPE OF EVENT: | |
| TENT/CANOPY SET UP DATE: | EVENT DATE(S): |

SECTION II. TENT/CANOPY CHECKLIST

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

| YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Has authorization for use of the space been secured via the Facilities Use Policy process? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is tent 200 square feet or less, or canopy 400 square feet or less? If yes, stop. No permit required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is tent/canopy certified as either flame resistant material or treated with flame retardant? (Attach certificate provided by manufacturer or vendor). Actual material must have label. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is occupant load of tent/canopy greater than 50 people (5 square feet per person for standing, 7 per person for seating, and 15 per person for table/chairs.)? If yes, attach detailed floor plan identifying seating arrangement, means of egress, and any cooking, cooling, heating, or electrical equipment. Indicate location of 20 foot required fire access lane around structure, 20 foot separation between tents, canopies, membrane structures, lot lines, building lines, parked vehicles, and any internal combustion engines. Note: No open flames or other devices emitting flame, fire, heat or any flammable or combustible liquids, charcoal, or other cooking devices maybe located in or within 20 feet of a tent/canopy. 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 are allowable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is occupant load of tent/canopy greater than 200 people? If yes, auxiliary emergency power is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the tent/canopy have flaps? If yes, exit signs, fire extinguishers, and other life safety equipment are required. Smoking is not allowed in these structures. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are appropriate restroom accommodations provided for the event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are accessibility features provided to accommodate disabled event attendees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will tent/canopy be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing? Ropes, guy wires, etc. must be readily visible to minimize trip hazard. |
| <input type="checkbox"/> | <input type="checkbox"/> | Will event staff be on duty prior to and during events to monitor conditions in and adjacent to tent/canopy and assist with evacuation in the event of an emergency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has site plan been attached indicating tent/canopy location, fire lanes, and separation distances from other tents/canopies, lot lines, buildings, parked vehicles, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has internal review been performed by the Office of Safety. Call 334-4357 to schedule review. |