

Town of Beaufort Tent Permit Application

The NC Fire Prevention Code requires tents 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, attachments and permit fee to the Town of Beaufort Fire Department **three (3)** days prior to event.

Submit Permit Application, Attachments and Tent Permit Fee of **\$50.00** to:

- Town of Beaufort Fire Department, Attention: Tammy Turek
- Located at: 900 Cedar Street, Beaufort
- Fax: 252-728-2382
- Email: t.turek@beaufortnc.org

A Tent Permit is not required if all of the following conditions are meant:

- 1) Tent is less than 700 square feet**
- 2) Tent is open on all sides**
- 3) Tent has a minimum clearance of 12 feet from all structures.**

If you have any questions regarding your tent, please contact Tammy Turek, Beaufort Fire Department: 252-728-4325

SECTION I. EVENT INFORMATION

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

SECTION II. TENT INFORMATION

Size of tent:	Sides? <input type="checkbox"/> YES <input type="checkbox"/> NO	Estimated number of attendees:
Will there be electricity? <input type="checkbox"/> YES <input type="checkbox"/> NO / If so, Electrical Source: <input type="checkbox"/> Existing power supply or <input type="checkbox"/> Temporary power pole <i>*The Town's Building Inspector is required to inspect a new temporary power pole prior to the power company turning on the electricity. Existing power supplies, such as a residential or commercial outlet, have previously been inspected, and therefore do not require an inspection.</i>		
Will there be heaters? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>*Open flames or flammable liquids are <u>not</u> allowed in the tent, and all other heaters shall be approved by the Fire Inspector. Please contact Fire Inspector for approved heating devices.</i>		
Will you be cooking? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>*Warming trays and other similar devices shall be approved by the Fire Inspector. Cooking tents with sides shall be separated from the other tents by 20'.</i>		

SECTION III. REQUIRED ATTACHMENTS

<input type="checkbox"/> If there is not a permanently affixed National Fire Protection Association (NFPA) 701 label located on the tent, the tent company will provide a Certificate of Flame Resistance to the Fire Inspector.
<input type="checkbox"/> Site Plan showing the tent's location on the property. <i>The site plan is used to review whether there is adequate and safe access for fire trucks. Detailed site and floor plans are required for tents with an occupant load of 50 or more</i>
<input type="checkbox"/> Floor plan showing seating arrangements, exits, equipment being used, stage, etc. <i>Floor plans are used to determine the maximum number of people allowed in the tent and plans are reviewed for safety.</i>

SECTION VI. FOR OFFICE USE BELOW THIS LINE:

Permit Fee Received: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date: _____
Approved by: _____ <p style="text-align: center;">FIRE INSPECTOR SIGNATURE</p>	Date: _____