

UNC CHARLOTTE TENT/MEMBRANE PERMIT

Instructions: The NC Fire Prevention Code requires tents and structure membranes over 400 square feet (with sides) or without sides over 700 square feet to be evaluated for and life safety and a permit issued prior to the event. The Environmental, Health and Safety office has the responsibility for evaluating tents and membrane structures erected on UNC Charlotte property and obtaining approval from the State Construction Office (SCO). Applicants must submit a completed permit with required attachment to UNC Charlotte Environment, Health and Safety (EH&S) at least 15 days prior to the event. EH&S will assist with permit completion and submittal to SCO for review/approval. If you have any questions, please contact EH&S at 704 687-1111 or e-mail EHSOFFICE@uncc.edu

SECTION I. EVENT INFORMATION

THIS SECTION OF THE APPLICATION IS TO BE COMPLETED BY THE EVENT COORDINATOR.

APPLICANT'S NAME:	DEPARTMENT:
PHONE NUMBER:	E-MAIL ADDRESS:
EVENT ADDRESS/LOCATION:	
NAME/TYPE OF EVENT:	
SET UP DATE:	EVENT DATE(S) AND TIME (S):

SECTION II. TENT/MEMBRANE STRUCTURE CHECKLIST

Please indicate if application is for: **TENT** or **MEMBRANE STRUCTURE**

SIZE OF TENT/MEMBRANE STRUCTURE:

YES	NO
<input type="checkbox"/>	Has authorization for use of the space been secured from appropriate University department(s)?
<input type="checkbox"/>	Is tent >400 sq. ft., with sides or without sides >700 sq. ft.? If yes, permit is required.
<input type="checkbox"/>	Is tent/membrane structure certified as either flame resistant material or treated with flame retardant? (Attach Certificate provided by manufacturer or vendor and material labeled.)
<input type="checkbox"/>	Is this an air supported structure? If yes, additional information is required see the NC Fire Code.
<input type="checkbox"/>	Are 20 ft fire lanes provided to the tent? Is Fire Dept vehicle access provided to within 150 ft of all points on perimeter of the tent/membrane structure?
<input type="checkbox"/>	Is 20 ft separation provided between structure and other tents, membrane structures, 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.
<input type="checkbox"/>	Does the tent have flaps or sides?
<input type="checkbox"/>	If the tent does have flaps or sides, are there at least two marked exits that are each at least 72" wide? (For occupancies >199 see the NC Fire Code) Are any curtains at exits a color that contrast with the tent, free sliding on a metal support that is a minimum of 80 inches above the floor? Do any curtains at exits completely open so no part obstructs the exit? Are lit exit signs with battery backup provided for tents with flaps or sides?
<input type="checkbox"/>	Are aisles free of obstructions and are the aisle clearances at least 44" provided in public areas?
<input type="checkbox"/>	Is smoking prohibited in tent and NO SMOKING signs posted?
<input type="checkbox"/>	Are open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas charcoal or other cooking devices maintained at least 20 ft. away from tent? (This does not include 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.)
<input type="checkbox"/>	Is all cooking and heating equipment more than 10 ft from exits and combustible material?
<input type="checkbox"/>	Has combustible vegetation been removed to a distance of 30 ft from the area to be occupied by the Tent/membrane structure?
<input type="checkbox"/>	Are appropriate restroom accommodations provided for the event? Indicate where:
<input type="checkbox"/>	Are accessibility features, including an accessible walking surface, provided to accommodate persons with a disability? Note that grass is NOT an accessible walking surface.
<input type="checkbox"/>	Will tent/membrane structure be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing? Ropes, guy wires, etc. must be readily visible to minimize trip hazard.
<input type="checkbox"/>	Are fire extinguishers located within 75 ft of all points within the tent?

SECTION III. ATTACHMENTS

<input type="checkbox"/>	Certificate of Flame Resistance
<input type="checkbox"/>	Indicate occupant load based on following SF per person - 5 SF standing, 7 SF seated, or 15 SF seated with tables. If occupant load >50 provide dimensioned floor plan showing seating, tables, exit aisles, exit locations, exit widths and equipment in tent/canopy. Occupant Load
<input type="checkbox"/>	Dimensioned site plan showing tent/canopy location, 20 ft separation from other structures, and Fire Department vehicular access to within 150 ft.