

Tent and Temporary Structure Permit Application



Greensboro Fire Department
Fire and Life Safety Division
 1512 N. Church Street
 Greensboro, NC 27405
 (336) 373-2177
<http://www.gfdnc.com>

Guilford County
Fire Marshal's Office
 1002 Meadowood Street
 Greensboro, NC 27409
 (336) 641-7565
<https://www.guilfordcountync.gov>



Subject Property (Check all that apply)

Tent(s) in Excess 800 Sq. Ft: <input type="checkbox"/>	Tent(s) in Excess of 15,000 sq. ft. <input type="checkbox"/>
Canopies in Excess 1800 Sq. Ft: <input type="checkbox"/>	Membrane Structure in Excess of 400 Sq. Ft: <input type="checkbox"/>
Temporary Stage Canopies in Excess of 400 Sq. Ft: <input type="checkbox"/>	

Permit submittals shall be 10 business days in advance of the event. Zoning 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.

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 fire department will contact you to arrange for an on-site inspection. All applicable fees will be invoiced at the actual site inspection. Upon successful completion of the on-site inspection, the tent permit will be issued.

Name of Event:	Event Address / Location:
Structure Company:	Phone & Fax:
Name of Location of Structure:	Type of Event:
Set-up Date:	Event Date & Times:
Distance to Buildings:	Size of Structure:
Electrical Contractor Name:	Contractor Phone:
On-Site Event Contact:	On-Site Structure Contact:

Desired Date For Inspection & Time:

Payment for permits will be invoiced directly to the customer.

Greensboro Municipal Area	Guilford County Area	High Point Municipal Area
Greensboro Planning & Development 300 W. Washington Street Greensboro, NC 27401 Phone: 336-373-2144 Please visit our website for more info: https://www.greensboro-nc.gov/departments/planning	Guilford County Planning & Development 400 West Market Street Greensboro, NC 27402 Phone: 336-641-3334 Please visit our website for more info: https://www.guilfordcountync.gov/our-county/planning-development	High Point Planning & Development 211 S. Hamilton Street, Room 316 High Point, NC 27261 Phone: 336-883-3328 Please visit our website for more info: https://www.highpointnc.gov/149/Planning-Development

State Properties

NC Department of Administration State Construction
 301 North Wilmington St., Suite 450, Raleigh, NC 27601 - Phone: 919-807-4100 - <https://ncadmin.nc.gov/>

VENDOR INFORMATION

Company Name:		Corporate Name:	
Web Site Address:			
Mailing Address with Suite #:		State & Zip:	
Business Phone:	Business Fax:		Other Phone:
Business Owners Name:	E-mail:	Mobile:	
Company Manager Name:	E-mail:	Mobile:	

Step 1: ZONING APPROVAL <input type="checkbox"/> Approved (Greensboro Only) <input type="checkbox"/> Denied	Signature _____ Date _____
Step 2: ELECTRICAL Is a temporary electrical service provided to the tent in ways other than extension cords?	<input type="checkbox"/> Yes* - Electrical Permit Number _____ <input type="checkbox"/> No *Permit Number Required*
Step 3: BUILDING Bleachers: Are bleachers being provided?	<input type="checkbox"/> Yes* - Building Permit Number: _____ <input type="checkbox"/> No *Permit Number Required*
Stages: Are stages being erected?	<input type="checkbox"/> Yes* - Building Permit Number: _____ <input type="checkbox"/> No *Permit Number Required*
Stage Canopy: Are stage canopies being erected?	<input type="checkbox"/> Yes* - Building Permit Number: _____ <input type="checkbox"/> No *Permit Number Required*
Step 4: Is this attached to a special events permit?	<input type="checkbox"/> Yes* - Name of Event: _____ <input type="checkbox"/> No *Requires Additional Applications for Permits*

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

<ul style="list-style-type: none"> • Additional Documentation <ul style="list-style-type: none"> - Flame Certificates - Certificates of Insurance - Anchoring Method • Floor plan • Location and Type of Heater • Location and Type of Electrical • Location of Emergency Lighting (Only night events) • Location of Fire Extinguishers (2A: 10BC Minimum) 	<ul style="list-style-type: none"> • Means of Egress (Number and Location) • Occupant Load • Seating Capacity • Seating Arrangement • Site plan <ul style="list-style-type: none"> - Lot lines - Distance to other buildings - Distance to equipment/vehicles - Distance to fire lane
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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 and all work will comply with the State Building Code and all other applicable State and local laws and 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 _____

OFFICIAL USE ONLY

Payment Received:	Check#	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cash
Date Received:		Received By:	
AHJ APPROVAL	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature _____	Date