

GENERAL GUIDELINES FOR ERECTING TENTS

If you are considering using a tent or a large canopy, you must abide by the following guidelines and requirements in accordance with the North Carolina Fire Prevention Codes and other applicable Standards and/or Codes:

1. Tents larger than 200 square feet (10 x 20) and canopies in excess of 400 square feet (10 x 40) will require the following from the Fire Marshal's Office:
 - Tent application form to be completed.
 - Tent application payment fee provided and form completed.
 - An inspection scheduled and conducted by the Fire Marshal's Office.
2. All applications must be made and/or submitted through the Fire Departments Secretary's Office, phone 336-773-7900, Stuart Building, 100 E. First Street, Suite 328.
 - The application and the permit fee of \$50 can also be completed and the fee paid online at www.cwsonline.org/FirePermits/CustomerEntry.aspx.
3. A zoning permit is required from Building Inspections.
4. There are other permits and/or inspections that may be required based upon your use of the tent(s).

Examples: Electrical, for lighting and/or any other power supplied to the tent.
Mechanical, for heating and/or cooking.

5. The following are general Fire and Life Safety requirements based on the North Carolina Fire Prevention Code:
 - Exit sign(s) must be illuminated.
 - Emergency light(s).
 - Provide Certification of Flame Resistance.
 - Portable fire extinguisher(s)
 - Minimum of two (2) exits
 - No smoking sign(s).

Please note that other requirements may apply based on the use and size of the tent.

6. Violation of any of these provisions, additional provisions on the permit itself and/or codes that apply shall revoke the permit.
7. Please contact the Fire Marshall's Office at 773-7900, as soon as you are planning to use a tent for your event.
8. For those unusual last moment occasions, when you are requesting a tent permit and inspection, please contact the Fire Marshall's Office within 72 to 48 hours in advance. There are no guaranties that you will gain approval for your event using a tent, so our advice is to plan ahead.