



FIRE INSPECTION DIVISION

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## EVENT TENT PERMIT CERTIFICATE

All sections are required to be filled out completely and legibly.

### SECTION A - Tent Site Location and Vendor Information

Building Name or Site Name	
Site Address	
Tent Vendor	
Address City, State, Zip	
Phone	Email
Onsite Contact Name	Phone

### SECTION B - Applicant Information

Company	Contact Person
Address City, State, Zip	
Phone	Email

### SECTION C - Occupancy / Use of Tent

Assembly	Mercantile	Storage	Other:
Type of Event	How many days is event scheduled		
Date of Event	Date and time ready for inspection		
Tent Information			
Single Site	Multiple Sites		Tent Square Footage
Number of Exits	Occupant Load		Tent Fabric fire resistant      Yes      No
Tent Occupied in hours of darkness	Yes	No	Year tent manufactured
Location of nearest building (10'min)			20' Fire Lane Maintained      Yes      No
Site plan drawn to scale	Yes	No	Fire Extinguishers      Yes      No
Exit signs and emergency lights	Yes	No	Electrical power provided      Yes      No
Emergency Plan	Yes	No	Weather Monitoring      Yes      No
Heating Appliances	Yes	No	<b>If yes,</b> fuel type and location
Cooking Appliances	Yes	No	<b>If yes,</b> fuel type and location
LP gas cylinders are atleast 5' from tent	Yes	No	NA
Arrangement of seating:	Chairs	Tables and Chairs	Bleachers      None

### SECTION D - Permits Required

#### When are tents permits required?

Tents must be permitted when a tent exceeds 700 **square feet** in area.

Example: Tents used at weddings, graduations, anniversaries, etc occurring at public locations, such as a restaurant must have a permit when the tent is larger than 700 square feet

Example: Tents at a private residence (regardless of size) where people are attending a private function, without paying admission, are exempt from permitting.

**Permits shall be filed 30 days prior to the event date.      Permits for the tent(s) is valid for the specified dates only.**

### SECTION E - Fees

	Tent Fee	
	Consulting Design	\$
(May checks payable to the Town of Wilkesboro)	Total Fee	\$
Applicant Signature	Your signature attest to the accuracy of the information provided on this form, to include specific manufacturer details.	