

**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	If yes , fuel type and location		
Cooking Appliances		Yes	No	If yes , 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 feetExample: 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	\$ 50.00
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.