



FIRE INSPECTION DIVISION

Office: 400 South Cherry St., Wilkesboro, NC  
28697 Tel: 336-667-6228 | Fax: 336-838-9905

## 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

<input type="radio"/> Assembly <input type="radio"/> Mercantile <input type="radio"/> Storage <input type="radio"/> Other:	
Type of Event	How many days is event scheduled
Date of Event	Date and time ready for inspection
<b>Tent Information</b>	
<input type="radio"/> Single Site <input type="radio"/> Multiple Sites	
Tent Square Footage	
Number of Exits    Occupant Load	Tent Fabric fire resistant <input type="radio"/> Yes <input type="radio"/> No
Tent Occupied in hours of darkness <input type="radio"/> Yes <input type="radio"/> No	Year tent manufactured
Location of nearest building (10'min)	20' Fire Lane Maintained <input type="radio"/> Yes <input type="radio"/> No
Site plan drawn to scale <input type="radio"/> Yes <input type="radio"/> No	Fire Extinguishers <input type="radio"/> Yes <input type="radio"/> No
Exit signs and emergency lights <input type="radio"/> Yes <input type="radio"/> No	Electrical power provided <input type="radio"/> Yes <input type="radio"/> No
Emergency Plan <input type="radio"/> Yes <input type="radio"/> No	Weather Monitoring <input type="radio"/> Yes <input type="radio"/> No
Heating Appliances <input type="radio"/> Yes <input type="radio"/> No	If yes, fuel type and location
Cooking Appliances <input type="radio"/> Yes <input type="radio"/> No	If yes, fuel type and location
LP gas cylinders are atleast 5' from tent <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
Arrangement of seating: <input type="radio"/> Chairs <input type="radio"/> Tables and Chairs <input type="radio"/> Bleachers <input type="radio"/> 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	\$ 0
Applicant Signature	Your signature attest to the accuracy of the information provided on this form, to include specific manufacturer details.