

UNC CHARLOTTE TENT/MEMBRANE PERMIT

INSTRUCTIONS : Complete all sections of this form if the tent is over 800 sq. ft. (with sides), 1800 sq. ft. (without sides) or membrane over 400 sq. ft. The completed form and attachments should be submitted to the Environmental Health and Safety Office at least 30 days prior to your event to assure adequate coordination and approval. If you have any questions, please contact EHS at 704-687-1111 or e-mail ehsoffice@charlotte.edu.

SECTION I: EVENT INFORMATION - This section is to be completed by the Event Coordinator

APPLICANT'S NAME:	DEPARTMENT:
PHONE NUMBER:	E-MAIL ADDRESS:
EVENT ADDRESS/LOCATION:	
NAME/TYPE OF EVENT:	
SET UP DATE:	EVENT DATE AND TIME:

SECTION II: TENT/MEMBRANE STRUCTURE CHECKLIST - This section is to be completed by the Event Coordinator

Please indicate if application is for:	TENT:	MEMBRANE:	# OF STRUCTURES:	SIZE:
---	--------------	------------------	-------------------------	--------------

Please Complete Checklist Below:

	YES	NO	N/A	
1				Tent >800 sq. ft. with sides/flaps. Permit required
2				Tent >1800 sq. ft. without sides. Permit required
3				Air-supported Structure >400 sq. ft. Additional information is required. See NC Fire Code 2018
4				Attached certificate(s), flame resistant material or treated with flame retardant, by manufacturer
5				Tent with sides, at least 2 marked exits that are 72" wide. (More than 199 occupants, see Table 3103.12.2 NCFC 2018)
6				Exit with curtains shall be free sliding on a metal support at a minimum of 80" above the floor. When fully opened, no part of the curtain obstructs the exit.
7				Exit signs for tent with sides/flaps shall be lit with battery backup.
8				No Smoking sign shall be conspicuously posted in accordance
9				An "Occupant Load" sign noting the occupant load shall be posted. NC Admin Code 2018.
10				Aisles shall be 44" clear width free of obstructions in public area.
11				20 ft. wide fire lane to the tent.
12				Fire Department vehicle access to within 150 feet around the tent.
13				Maintain 20 feet clearance between structure and other tents, membrane structures, lot lines, building lines, parked vehicles, or internal combustion engines. (Support ropes and guy wires are part of the tent. The 20 feet clearance will be measured from this point out.)
14				Open flames and other devices emitting flame, fire, heat or flammable or combustible liquids, gas, charcoal or other cooking devices maintained at least 20 feet away from tent. (This exclude food warming devices such as solid flammables, butane or other similar devices which do not pose an ignition hazard.)
15				Cooking and heating equipment more than 10 feet from exits and combustible material.
16				Fire extinguishers located within 75 feet of all points within the tent.
17				Combustible vegetation removed to a distance of 30 feet from the area to be occupied by the tent/membrane structure.
18				Accessibility fixtures, including an accessible walking surface to accommodate persons with disability. Note that grass is NOT an accessible walking surface.
19				Tent/membrane structure shall be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent collapse. Ropes, guy wires, etc. must be readily visible to minimize tripping hazard.
20				Restroom accommodations for the event. Indicate the location and type (i.e. portables or in buildings) on the Site Plan. Location:

SECTION III: ATTACHMENTS

A				Certificate of Flame Resistance
B				Occupant load calculation for the event - Standing 5 SF; Seating 7 SF or Seating with tables 15 SF. If occupant load >50, a tent floor plan with dimensions showing seating, tables, exit aisles, exit locations, exit widths and equipment within the tent. OCCUPANT LOAD:
C				Dimension Site Plan showing tent location, 20 ft. clearance from other structures, and Fire Department vehicular access to within 150 ft.

EHS & SCO USE ONLY

EHS REVIEW DATE:	SCO APPROVAL:
-------------------------	----------------------