

# APPLICATION FOR TENT PERMIT



Ocean Isle Beach Fire  
Department  
105 Causeway Drive  
Ocean Isle Beach, NC 28469  
Phone: 910-579-2804  
Fax: 910-579-2808



Tent permit is required for tents or membrane structures having an area in excess of 400 square feet.

Date of Application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email \_\_\_\_\_

Location of Tent \_\_\_\_\_

Set-up Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Removal Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**This application must be completed and returned to Ocean Isle Beach Fire Department, prior to the issuance of the permit.** It is the applicant's responsibility to ensure that all conditions are in accordance with applicable State and Local Fire Regulations. A site inspection will be conducted to verify compliance. Please allow two (2) working days for processing. There will be a \$50.00 permit fee assessed for the tent(s). Fees are to be paid prior to the issuance of the permit. The following items are **required** to be submitted with this application.

- Site plan showing location of tent on property and distance from buildings other tents, lot lines, and the public right-of-way.
- Number of tents including dimensions of each and whether tent will be equipped with sides to enclose.
- Proposed use of each tent, occupant load of fifty (50) or more plan must include details of the means of egress, seating capacity, and arrangement of exits.
- Flame resistant certificate for each tent being used and must match the tent in use.
- Portable generators, L/P Gas or heating equipment being used.
- Are cooking operations conducted in conjunction with this permit?
- Are combustible materials being used with this permit? (hay, straw, etc.)
- Must meet all applicable requirements of Chapter 24 and other code sections referenced.
- Must have a tent representative on site during fire inspection.
- A re-inspection fee will be applied for failure to meet the listed requirements.

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Applicant Signature

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Date