



CONOVER FIRE DEPARTMENT
OFFICE OF FIRE MARSHAL

1225 Conover Blvd. East / PO Box 549, Conover, NC 28613

828-464-1295



SPECIAL OPERATIONAL USE PERMIT APPLICATION

TENTS, TEMPORARY STAGE CANOPIES, AIR SUPPORTED, AIR-INFLATED, AND MEMBRANE STRUCTURES

Application Submittal Date: _____ Date Requested for Display: _____

Company: _____

Contact Person and Title: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Email Address: _____

Address of Display Site: _____

Type(s) of Display(s): Tent Stage Canopy Air-Supported/ Air-Inflated/

Membrane Provide a copy for the following:

- Certificate bearing verification of NFPA 701 compliance for all parts of tents.
- Up-to-date valid NC Department of Labor inspection for air-supported or membrane structures.

Event Sponsor/ Organization: _____

Contact Person: _____ Telephone #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

The submittal of this application acknowledges the understanding of the terms and conditions herewith attached and outlined by this application.

Signature of Applicant: _____ Date: _____

Fire Marshal's Office Use Only

Paid _____ Date _____

Tents and membrane structures shall comply with all applicable provisions of the current North Carolina Fire Prevention Code and all other provisions deemed necessary to ensure a safe display.

A. Permit Requirements

1. A permit is required for tents, stage canopies, and membrane structures. The company owning the tent, stage canopy, or membrane structure shall submit a Special Operational Use Permit Application.
2. The application shall be submitted at least 45 days prior to the set-up date.
3. The following additional information shall be included with the application:
 - A detailed site and floor plan for tents or membrane structures. The plan shall indicate details on the distance from lot lines, buildings, generators, and other tents and/or membrane structures. For tents and stage canopies, the plan shall also include means of egress, location of fire extinguishers, seating capacity, arrangement of seating, and location of any heating or electrical equipment or supply.
 - Cooking under tents will not be permitted without prior approval of Fire Code official and tent being used must comply with NFPA 701. Outdoor cooking of any kind cannot occur within 20 feet of tents or membrane structures.

B. Procedures

1. The company owning the tent or membrane structure is responsible for obtaining the permit and submitting all of the required information at the time of permit application.
2. A Fire Code Official shall review the application and may require additional information and safeguards.
3. The operator shall contact the Conover Fire Marshal or Fire Chief at least one business day prior to the set-up in order to schedule an inspection for tents having a cumulative or aggregate area greater than 800 square feet and membrane structures having an area greater than 400 square feet. After the structure is inspected and approved, a permit will be issued.
4. Tents and membrane structures having an area less than those mentioned above will receive a permit upon application approval.

C. Responsibilities of Permit Holder:

1. Erection of tents and membrane structures must be completed by individuals trained for each task.
2. Provide monitors for air-supported, air-inflated or membrane structures. Duties shall be the enforcement of crowd control and safety.
3. Ensure that a sufficient number of assistants are available for the safe conduct of the membrane structure. The permit holder is responsible for ensuring all monitors are fully trained.
4. Comply with permit requirements including emergency deflation of membrane structures due to weather.
5. Tents and membrane structures may only be erected during the time period approved on the permit. Area must be cleaned up after tents or membrane structures are taken down.

Failure to comply with these requirements may result in a citation and / or future permit application denial.