



**Wilson Fire/Rescue Services
Community Risk Reduction Division**

Application for Tent/Air Supported Structure Permit

Contractor/Applicant:			
Applicant Address:			
Site Address:			
Contact Name:		Telephone:	
Contact Email:			
Event Start Date:		Event End Date:	
<i>180 consecutive days only</i>			
Comments:			

- | | | |
|--|---|---------------------------------------|
| Select Type | Proposed Use | Location Type |
| <input type="checkbox"/> Tent \$125.00 per tent | <input type="checkbox"/> Shows | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Air Supported \$125.00 per struct. | <input type="checkbox"/> Ceremonial/Religious | <input type="checkbox"/> Residential |
| | <input type="checkbox"/> Non-recreational | <input type="checkbox"/> Other: _____ |

Brief Project Description:

Tent #	Fee:	\$	Notes:
Tent #1	Fee:	\$	Notes:
Tent #2	Fee:	\$	Notes:
Tent #3	Fee:	\$	Notes:
Tent #4	Fee:	\$	Notes:
Tent #5	Fee:	\$	Notes:

Total Amount \$ _____

At time of payment, the applicant must submit any required copies of certifications, site plans and/or other documentation as required by the North Carolina Fire Code and the City of Wilson Fire Marshal's Office. Once approved, inspections shall be scheduled with Wilson Fire/Rescue Services Community Risk Reduction Division no less than 24 hours in advance of the installation.

Mail Application, documentation and payment to: City of Wilson Attention Inspection Department P.O. Box 10 Wilson, NC 27894 **OR** submit in person to: City of Wilson Inspections Department 112 Goldsboro Street, Wilson, NC 27893.

Make checks payable to: *City of Wilson*

Visa/MasterCard payment accepted by phone.

Signature: _____

Date: _____

Fire/Rescue Use Only	
Date Received:	Receipt/Permit #:
Date Reviewed:	Reviewed by:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied



Wilson Fire/Rescue Services Community Risk Reduction Division

Wilson Fire/Rescue Services along with the City of Wilson Municipality regulate the use of Tent/Air Supported Structure Permits within the city limits and Extra Territorial Jurisdiction (ETJ).

Tents in excess of 800 square feet or a maximum of 1800 square feet without sidewalls shall not be erected, operated, or maintained for any purpose without obtaining a permit and approval from the fire code official.

Air Supported structures such as inflatables and bounce houses in excess of 400 Sq. Ft shall not be erected, operated, or maintained for any purpose without obtaining a permit and approval from the fire code official.

The Wilson Fire/Rescue Services Community Risk Reduction Division requires that permits obtained for the guidelines listed below shall be submitted at least **10 business** days prior to the issuance of a permit. All information must be completed before a tent or air-supported structure permit application will be reviewed, processed, and approved.

Permit Checklist

- Ensure all plans, permits, and/or certificates submitted and approved by Wilson Fire/Rescue Services (Site plan, Flame Certificate, Seating Plan)
- Ensure any other Permits are applied for and obtained if applicable. (Special Events, Utilities, Special Use, Zoning)
- Ensure that adequate Fire Apparatus access is provided. (Min. 20 Feet in width Fire Lane).
- Proper placement of Tent(s) from buildings, property lines roadways. (20 feet min.)
- Any tents with connecting corridors, exits provided on each end of the corridor.
- Unobstructed 12 ft. fire separation provided from each tent, canopy air-supported structure
- Structure shall be adequately roped, braced, and anchored to withstand weather and collapse potential.
- Proper number of exits provided based on occupant load determined by submitted design and approval of the fire code official
- Proper Exit/Egress doors provided with approved emergency lighting.
- Exit Signs provided (Two means of egress if greater than 300 occupants)
- Aisle widths maintained
- Fire retardant certificates on tent sides and other materials
- Combustible materials (hay, pine straw, etc.) prohibited under tents unless approved by the fire code official.
- Floor and area within 30 feet of the tent shall remain clear of combustible waste and or excessive vegetation.
- Approved "NO SMOKING" signs shall be posted in tents/ canopies or membrane structures.



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- No open flame devices, flammable/combustible liquids, gas, charcoal within 20 feet of the tent
- Adequate Fire Extinguishers provided (min. 2A:10ABC extinguishers required for 400-1000 square feet, provide one additional extinguisher for each 2000 square feet)
- Approved heating/cooking equipment provided and not located within 10 feet from exits and combustibles.
- Cooking tents separated by 20 feet.
- LP Gas containers 500 gallon or less shall be located a minimum of 10 feet from any tent/structure.
- LP Gas containers more than 500 gallons shall be located a minimum 25 ft. from any tent/structure.
- Methods to secure and prevent tampering or unauthorized movement of LP Gas containers, piping, and valves shall be provided.
- Flammable liquids shall be stored no less than 50 feet away from tent and no refueling within 20 feet of any tent.
- Generators operated shall be away from tents by 20 feet or other approved locations.
- Fire watch provided as required by the fire code official.

VEHICLES ON DISPLAY – SPECIAL PERMIT

- Batteries disconnected
- No fueling or refueling inside tent structure. No fuel system leaks
- Maximum fuel tank level 1/4 of tank capacity or 5 gallons whichever is less
- Tank openings locked and sealed
- Parked Vehicles do not obstruct the means of egress

AIR-SUPPORTED STRUCTURES/BOUNCE HOUSES

- Inflation of air-supported structures shall allow for a minimum 10 feet clearance power lines or other electrical power components.
- Approved method of anchoring provided.
- Minimum of 2 blowers provided and maintained.
- Auxiliary power for assembly use more 200 occupants.
- Generators operated shall be away from tents by 20 feet or other approved locations.



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Permit Approval

The Fire Code Official will contact the applicant/permit holder once final approval has been granted to erect and use the tent or membrane structure and schedule delivery/pickup or the permit. Any failure to provide the requested information and documentation may lead to a delay in processing and issuance of a permit.

- **Any additional findings, information, changes to the site, or the overall scope of the work being performed shall be reported to the fire code official immediately for approval. Not providing adequate notification to the fire code official may result in a revocation of the permit and the immediate termination of all work on the site.
- The approved Permit Application must remain on site for the duration of the event or use of the tent.
- The owner, site contractor, or an approved, responsible, representative shall be on site and provide all appropriate contact information to the fire code official prior to beginning of its use or occupancy.



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Acknowledgement and Signature

I hereby certify that I have read and examined this application and its attachments and that all of the information contained therein is true and correct. Furthermore, I _____ certify that the proposed erection of the Tent or Membrane Structure fully complies with the requirements contained in The North Carolina State Fire Prevention Code, Wilson Fire/Rescue Service Community Risk Reduction Division requirements, and the City of Wilson Zoning requirements. I agree to indemnify, save harmless, and defend the City of Wilson, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of the set up and usage of the tent or membrane structure.

Applicant

Property Owner (if applicable)

Print: _____

Print: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Mail Application, documentation and payment to: City of Wilson Attention Inspection Department P.O. Box 10 Wilson, NC 27894 **OR** submit in person to: City of Wilson Inspections Department 112 Goldsboro Street, Wilson, NC 27893.

Questions? Please contact Wilson Fire/Rescue Services Community Risk Reduction Division at (252) 399-2880.