

New Bern Fire-Rescue Bureau of Fire Prevention

Tent Construction & Operation Permit Application

1401 Neuse Boulevard, New Bern, North Carolina 28560

Phone: 252-639-2931
Fax: 252-636-1084

Please fill out application COMPLETELY. Failure to do so will result in application being rejected.

Tent permitting within the City of New Bern is a two-step process. While you will only need this one application, there are actually two permits involved: one to construct the tent, and one to operate the tent. The steps involved are as follows:

- Submit this completed application along with \$150.00 fee* (\$75 for construction permit & \$75 for operations permit) made payable to New Bern Fire-Rescue. Payments can be made via cash or check; unfortunately we cannot take credit cards at this time.
 - ◆ If you have not previously submitted the Certificate of Flame Resistance for the tent(s) you will be using, you must include the Certificate(s) with your application.
- A Fire Inspector will look over the application and accompanying paperwork, and when approved, you will be contacted to pick up your Tent Construction Permit.
 - ◆ Construction Permit MUST be posted on-site while tent is being erected.
- Based on the date & time you provide on your application regarding the construction of your tent, an Inspector will visit your site to inspect your tent. The Inspector will provide you with the Tent Operation Permit upon successful completion of the inspection.
 - ◆ Operational Permit MUST be posted on-site for the entire time the tent is up.

* Fee schedule as of July 1, 2018. Subject to change without prior notice.

Tent Permit Information Note: Up-to-date Certificate of Liability MUST be included if any tent involves fireworks (selling, displaying, etc.)

Tent permits are required under the following circumstances:

- ◆ Individual fabric tents, canopies, and awnings open on all sides are greater than 700 square feet (20 feet by 35 feet)
- ◆ Multiple tents, canopies, and awnings placed side-by-side shall not exceed 700 square feet (20 feet by 35 feet) without permit, unless there is a fire break clearance of 12 feet between each tent, canopy, or awning.

Venue/Event Information					
Venue/Event Name			Venue Address		
Venue/Event Contact Name		Venue/Event Contact Telephone No.		Venue/Event Contact Email Address	
Tent Supplier/Installer Information - Applicant				This is who the permit will be made out to.	
Applicant Company Name		Applicant Contact Name		Applicant Contact Telephone No.	
Applicant Contact Email Address		Tent Set-up Date	Time Set-up Complete	Tent Tear-down Date	
Tent Information & Detail					
Tent #1 Size: _____	Canopy	Enclosed	Certificate of Flame Resistance Supplied?	Yes	No
Tent #2 Size: _____	Canopy	Enclosed	Certificate of Flame Resistance Supplied?	Yes	No
Tent #3 Size: _____	Canopy	Enclosed	Certificate of Flame Resistance Supplied?	Yes	No
Tent #4 Size: _____	Canopy	Enclosed	Certificate of Flame Resistance Supplied?	Yes	No

The undersigned hereby makes application for a permit and the inspection of all work described above, and agrees to comply with all building regulations and other law applicable to the use and construction of the work and / or permit use.

Notes: Call for inspections at proper stage of work. This application becomes a permit only when approved by the City of New Bern Bureau of Fire Prevention. Please note that no permit will be processed unless ALL paperwork and plans are submitted together at least five (5) business days before the permit is needed.

Signature of Applicant

Today's Date

NEW BERN FIRE-RESCUE :: OFFICIAL USE ONLY :: Do not write below this line.

Approved _____ Rejected _____
Fire Code Official _____ Today's Date _____

\$ _____ Permit Fee _____ Receipt Number _____ Check Number

Construction Permit #:		Operations Permit #:	
Date(s) Valid Through:		Date(s) Valid Through:	