

New Bern Fire-Rescue Bureau of Fire Prevention

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

Please read through page one of this application for the documentation required to be including with your application. Once you have done that and filled out the application, email both the application and those required documents to:

FirePlans@NewBernNC.gov

A Fire Inspector will review your application package, and reach out to you regarding its status. Once you've received notice that it has been approved, payment of the associated fees must be made before inspection appointments can be arranged. Payment can be made via credit card or by a check made out to New Bern Fire-Rescue.

After payment has been received, an appointment for your structure to be inspected will be made, and you will be emailed a Construction Permit. Once your structure passes inspection, the Fire Inspector will give you an Operational Permit. This permit must be posted for the duration of your event.

Below are the fees associated with this application. The fee schedule is as of August 2023 and is subject to change without prior notice.

Construction Permit: \$75.00

Operational Permit: \$75.00

Inspections outside of normal business hours: \$150.00

Inspections during normal business hours: no charge

Venue/Event Information					
Venue/Event Name			Venue Address		
Venue/Event Contact Name		Venue/Event Contact Telephone No.		Venue/Event Contact Email Address	
Tent/Canopy/Membrane Structure 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		Set-up Date	Time Set-up Complete	Tear-down Date	
Tent/Canopy/Membrane Structure 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 laws applicable to the use and construction of the work and / or permit use.

Signature of Applicant

Today's Date

No permit will be processed unless application and ALL required paperwork are submitted together at least five (5) business days before the permit is needed.

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:	