



# KERNERSVILLE FIRE RESCUE DEPARTMENT

Post Office Drawer 728 • Kernersville, North Carolina 27285-0728

Telephone 336-996-4885 • Fax 336-996-4298

## **General Guidelines for Erecting Tents, Temporary Membrane, & Air Structures**

If you are considering using a tent or a large canopy, you must follow these guidelines in accordance with the North Carolina Fire Prevention Codes and other applicable codes:

Tents larger than 200 square feet and canopies over 400 square feet will require the following from the Kernersville Fire and Rescue Department, Fire Marshal's Office:

- A tent permit application must be completed.
- The tent permit application fee must be paid.
- An inspection must be scheduled and conducted by the Fire Marshal's Office. Inspections should be scheduled at least 48 hours in advance. There are no guaranties that you will gain approval for your event using a tent, so our advice is to plan ahead.

Other permits and/or inspections may be required based upon use of the tent(s). Examples could include an electrical permit for lighting and other power supplied to the tent, or a mechanical permit for heating, cooling and/or cooking.

These general Fire and Life Safety Requirements based on the North Carolina Fire Prevention Code must be followed:

- Exit sign(s) must be illuminated
- Emergency light(s)
- Provide Certification of Flame Resistance
- Portable fire extinguisher(s)
- Minimum of two exits
- No Smoking sign(s)
- Other requirements may apply based on the use and size of the tent.

Violation of any of these provisions, additional provisions on the permit itself and/or codes that apply, shall revoke the permit.

Please contact the Fire Marshal's Office as soon as you are planning to use a tent for your event.



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## Tents, Temporary Membrane, & Air Structure Permit Application

Date: \_\_\_\_\_ Tent Size: \_\_\_\_\_ x \_\_\_\_\_

Sides: Yes / No Date/Time Inspection Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_ Date of Event: \_\_\_\_\_

### Applicant Information

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_

### Contractor Responsibility Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Location of Job: \_\_\_\_\_

Signature: (If applicable) \_\_\_\_\_

### Attach Flame Retardant Certificate to Permit Application

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**Permit Submittal Information:**

Email completed application to [fireprevention@toknc.com](mailto:fireprevention@toknc.com) or fax application to (336) 996-4298, Attn: Fire Marshal.

### Payment Information:

Tents, Temporary Membrane, & Air Structure permit fee is \$50.00 per permit period. Payment may be made by check payable to the "Town of Kernersville" or by credit/debit card by contacting Diane Byers with the Town of Kernersville Finance Department (336) 992-0506.

### Mailing Address:

P.O. Box 728  
Kernersville, NC 27285-0728

### Location Address:

Finance Department  
134 E Mountain Street  
Kernersville, NC 27284