

**UNC ASHEVILLE
TENT/CANOPY PERMIT APPLICATION**

The NC Fire Prevention Code requires tents, canopies and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. For all State-owned property the NC Department of Insurance (NCDI) is responsible for that evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, NCDI issues a permit in the form of a signed approval letter/E-mail. **APPLICANTS MUST SUBMIT COMPLETED APPLICATION WITH REQUIRED ATTACHMENTS TO ENVIRONMENTAL HEALTH & SAFETY (EH&S) AT LEAST 30 DAYS PRIOR TO EVENT. EH&S WILL SUBMIT TO NCDI FOR REVIEW/APPROVAL AND PROVIDE NOTIFICATION TO APPLICANT REGARDING STATUS OF THE PERMIT. FOR QUESTIONS/ADDITIONAL INFORMATION PLEASE CONTACT EH&S AT 251-6038.**

SECTION I. EVENT INFORMATION

THIS SECTION OF THE APPLICATION IS TO BE COMPLETED BY THE EVENT ORGANIZER.

APPLICANT'S NAME:	DEPARTMENT:
PHONE NUMBER:	E-MAIL ADDRESS:
EVENT ADDRESS/LOCATION:	
NAME/TYPE OF EVENT:	
TENT/CANOPY SET UP DATE:	EVENT DATE(S):

SECTION II. TENT/CANOPY CHECKLIST

Please indicate if application is for: TENT or CANOPY SIZE OF TENT OR CANOPY:

	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>		Has authorization for use of the space been secured from appropriate University department(s)?
<input type="checkbox"/>	<input type="checkbox"/>		Is tent >200 square feet or canopy >400 square feet? If yes, permit is required.
<input type="checkbox"/>	<input type="checkbox"/>		Is tent/canopy certified as either flame resistant material or treated with flame retardant? (Certificate provided by manufacturer or vendor and material labeled.)
<input type="checkbox"/>	<input type="checkbox"/>		Is occupant load of tent/canopy >50 people (5 SF per person for standing, 7 SF per person for seating, and 15 SF per person for table/chairs.)? IF YES, ATTACH DETAILED FLOOR PLAN IDENTIFYING SEATING ARRANGEMENT, MEANS OF EGRESS, AND ANY COOKING, COOLING, HEATING OR ELECTRICAL EQUIPMENT.
<input type="checkbox"/>	<input type="checkbox"/>		Is occupant load of tent/canopy >200 people? If yes, auxiliary emergency power may be required.
<input type="checkbox"/>	<input type="checkbox"/>		Are 20 foot fire lanes provided around the tent/canopy?
<input type="checkbox"/>	<input type="checkbox"/>		Is 20 foot separation provided between structure and other tents, canopies, lot lines, building lines, parked vehicles, or internal combustion engines? For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the tent/canopy.
<input type="checkbox"/>	<input type="checkbox"/>		Does the tent/canopy have flaps?
<input type="checkbox"/>	<input type="checkbox"/>		Are means of egress from tent/canopy maintained free of obstructions and are aisle clearances of at least 44 inches provided in the tent/canopy where appropriate?
<input type="checkbox"/>	<input type="checkbox"/>		Are open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices maintained at least 20 feet away from tent/canopy? (Operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.)
<input type="checkbox"/>	<input type="checkbox"/>		Are areas inside and within 20 feet of the structure maintained clear of all combustible materials or vegetation that could create a fire hazard?
<input type="checkbox"/>	<input type="checkbox"/>		Is smoking prohibited in tent/canopy?
<input type="checkbox"/>	<input type="checkbox"/>		Are appropriate restroom accommodations provided for the event?
<input type="checkbox"/>	<input type="checkbox"/>		Are accessibility features provided to accommodate disabled event attendees?
<input type="checkbox"/>	<input type="checkbox"/>		Will tent/canopy be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing? Ropes, guy wires, etc. must be readily visible to minimize trip hazard.
<input type="checkbox"/>	<input type="checkbox"/>		Will event staff be on duty prior to and during events to monitor conditions in and adjacent to tent/canopy and assist with evacuation in the event of an emergency?
<input type="checkbox"/>	<input type="checkbox"/>		Has site plan been attached indicating tent/canopy location, fire lanes, and separation distances from other tents/canopies, lot lines, buildings, parked vehicles, etc.?
<input type="checkbox"/>	<input type="checkbox"/>		Has internal review been performed by EH&S (call 251-6038 to schedule evaluation).

DEFINITIONS:

CANOPY- A STRUCTURE, ENCLOSURE OR SHELTER CONSTRUCTED OF FABRIC OR PLIABLE MATERIALS SUPPORTED BY ANY MANNER, EXCEPT BY AIR OR THE CONTENTS IT PROTECTS, AND IS OPEN WITHOUT SIDEWALLS OR DROPS ON 75% OR MORE OF THE PERIMETER.

TENT- A STRUCTURE, ENCLOSURE OR SHELTER CONSTRUCTED OF FABRIC OR PLIABLE MATERIALS SUPPORTED BY ANY MANNER, EXCEPT BY AIR OR THE CONTENTS IT PROTECTS

PLEASE SUBMIT APPLICATION WITH APPROPRIATE FLOOR PLAN INFORMATION, TENT/CANOPY SIZE, AND ANY OTHER PERTINENT INFORMATION.

FOR INFORMATION CONTACT UNCA SAFETY OFFICE AT 251-6038