



Temporary Membrane Structure and Tents Operational Permit Application



Guil-Rand Fire Department
Fire Marshal's Office
10506 S. Main St.
Archdale NC, 27263
336-431-2512
inspections@guil-randfire.com

Operational Permit Application

☐ Tent(s) in Excess 800 Sq. Ft:

☐ Tent(s) in Excess of 15,000 sq. ft.

☐ Canopies in Excess 1800 Sq. Ft:

☐ Membrane Structure in Excess of 400 Sq. Ft:

☐ Temporary Stage Canopies in Excess of 400 Sq. Ft:

Operational Permit submittal shall be 10 business days in advance of the event. Zoning and building approval is required. The structure(s) shall not be erected for a period of more than 180 consecutive days with in a 12-month period on a single premises. We will review the submitted information and contact you if additional information is required. Once the submittal has been approved, the Fire Marshal's Office will contact you to arrange for an on-site inspection. All applicable fees (\$125.00 per Tent/Membrane Structure) will be invoiced prior to the site inspection. Upon successful completion of the on-site inspection, the operational permit will be issued.

Name of Event:

Event Address / Location:

Structure Company:

Phone:

Name of Location of Structure:

Type of Event:

Set-up Date:

Event Date & Times:

Distance to Buildings:

Size of Structure:

Electrical Contractor Name:

Contractor Phone:

On-Site Event Contact:

On-Site Structure Contact:

Desired Date For Inspection & Time:

Payment for permits will be invoiced directly to the Applicant

VENDOR INFORMATION

Company Name:		Corporate Name:	
Web Site Address:			
Mailing Address with Suite #:		State & Zip:	
Business Phone:	Business Fax:		Other Phone:
Business Owners Name:	E-mail:		Mobile:
Company Manager Name:	E-mail:		Mobile:

Step 1: ZONING APPROVAL

☐
☐

Approved
Denied

Signature _____

Date

Step 2: ELECTRICAL

Is a temporary electrical service provided to the tent in ways other than extension cords?

☐

Yes* - Electrical Permit Number _____

☐

No

Permit Number Required

Step 3: BUILDING

Bleachers: Are bleachers being provided?

☐

Yes* - Building Permit Number: _____

☐

No

Permit Number Required

Stages: Are stages being erected?

☐

Yes* - Building Permit Number: _____

☐

No

Permit Number Required

Stage Canopy: Are stage canopies being erected?

☐

Yes* - Building Permit Number: _____

☐

No

Permit Number Required

Step 4:

Is this attached to a special events permit?

☐

Yes* - Name of Event: _____

☐

No

Requires Additional Applications for Permits

Is this for a Carnival or Fair?	<input type="checkbox"/> Yes* - Name of Event: _____ <input type="checkbox"/> No
Is this for an exhibit or trade show?	<input type="checkbox"/> Yes* - Name of Event: _____ <input type="checkbox"/> No

Step 5: REQUIRED DOCUMENTS FOR REVIEW

- | | |
|--|---|
| <ul style="list-style-type: none"> • Additional Documentation <ul style="list-style-type: none"> – Flame Certificates – Certificates of Insurance – Anchoring Method • Floor plan • Location and Type of Heater • Location and Type of Electrical • Location of Emergency Lighting (Only night events) • Location of Fire Extinguishers (2A: 10BC Minimum) | <ul style="list-style-type: none"> • Means of Egress (Number and Location) • Occupant Load • Seating Capacity • Seating Arrangement • Site plan <ul style="list-style-type: none"> – Lot lines – Distance to other buildings – Distance to equipment/vehicles – Distance to fire lane |
|--|---|

DISCLAIMER

This is an application to submit for an operational permit. Submittal of this document does not guarantee a operational permit. No work may be started without the issuance of an operational permit. Work started without a permit will result in a Stop Work Order being issued and a \$500.00 violation fee.

I hereby certify that all information in this application is correct and all work will comply with the most current editions of the NC State Building Code and NC Fire Code, and all other applicable state and local laws, ordinances and regulations. The Guil-Rand Fire Department Fire Marshal's Office will be notified of any changes to the approved plans and specifications for the project permitted herein.

Owner/Agent Signature _____