



Guil-Rand Fire Department
Operational Permit Application
Carnivals, Fairs &
Temporary Amusement Events



This application for an Operational Permit is required for all Carnivals, Fairs, and Temporary Amusement Buildings and is regulated by the North Carolina Fire Code (NCFC), applicable NFPA standards, and all applicable State, Federal, and Local Laws and Ordinances.

Section 1 – Permit Type

Permit Type (check all that apply):

- ☐ New Permit
- ☐ Renewal
- ☐ Modification / Change of Use
- ☐ Temporary Operation

Description of Operation (include processes, activities, and purpose):

Section 2- Applicant Information

Applicant / Event Organizer Name:

Business Name (if applicable):

Mailing Address:

City / State / ZIP:

Phone Number: _____

Email Address: _____

24-Hour Emergency Contact Name:

24-Hour Emergency Contact Phone:

Section 3- Event Information

Event Name:

Event Location (Physical Address):

City / State / ZIP:

Property Owner Name (if different):

Property Owner Contact Information:

Event Dates:

From _____ To _____

Daily Operating Hours:

Expected Attendance (Daily):

Section 4- Event Description (Check all that apply)

- ☐ Carnival rides
- ☐ Fair booths / vendor tents
- ☐ Food vendors / cooking operations
- ☐ Temporary electrical installations
- ☐ Generators
- ☐ Propane / LP-gas systems
- ☐ Pyrotechnics / open flame (requires separate permit)
- ☐ Animals / petting zoo
- ☐ Inflatable amusement devices
- ☐ Temporary stages / platforms
- ☐ Fireworks (requires separate permit)

Brief Description of Event Operations:

Section 5- Site Plan Requirements (Attach)

A **scaled site plan** must be submitted showing the following:

- ☐ Property boundaries
- ☐ Location of all tents, booths, rides, stages, and attractions
- ☐ Fire lanes (minimum 20 ft wide unless otherwise approved)
- ☐ Fire department access points
- ☐ Location of fire hydrants and water supply
- ☐ Location of generators and fuel storage
- ☐ Propane/LP-gas storage and use locations
- ☐ Emergency exits and egress paths
- ☐ Assembly areas and crowd flow
- ☐ Location of fire extinguishers

Section 6- Tents, Canopies & Temporary Structures

- ☐ Tents over 400 sq. ft.
- ☐ Canopies over 700 sq. ft.
- ☐ Membrane structures
- ☐ Air-supported structures

Largest Tent Size: _____

- ☐ Flame-retardant certificate provided (NFPA 701)
 - ☐ Tent stakes / ballast comply with manufacturer requirements
 - ☐ Exit signage and emergency lighting provided where required
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Section 7- Fire Protection & Life Safety

Fire Extinguishers (NFPA 10):

- ☐ Minimum 2A:10BC provided per required spacing
- ☐ Cooking operations provided with K-Class extinguishers
- ☐ Extinguishers mounted and accessible

Means of Egress:

- ☐ Adequate exits provided
 - ☐ Exit paths maintained and unobstructed
 - ☐ Emergency lighting provided where required
 - ☐ Crowd manager(s) provided where required (NCFC / NFPA 101)
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Section 8- Cooking & Food Vendors

- ☐ Open flame cooking
- ☐ Deep fat frying
- ☐ Solid fuel cooking
- ☐ Food trucks
- ☐ Temporary cooking tents

Number of Food Vendors: _____

- ☐ Cooking separated from tents per NC Fire Code
- ☐ LP-gas systems comply with NFPA 54 / 58
- ☐ Hood suppression systems inspected (if applicable)
- ☐ Charcoal and ash disposal provided in metal containers

Section 9- LP-GAS, Fuel & Generators

☐ Propane cylinders (size and quantity):

- ☐ Cylinders secured upright
 - ☐ Separation distances maintained
 - ☐ Generators located minimum 20 ft from structures
 - ☐ Fuel storage approved and limited to operational needs
 - ☐ Refueling conducted only when equipment is shut down
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Section 10- Electrical Systems

- ☐ Temporary electrical installations
 - ☐ Extension cords rated for outdoor use
 - ☐ GFCI protection provided
 - ☐ Electrical installations comply with **NFPA 70 (NEC)**
 - ☐ No daisy-chaining of power strips
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Section 11- Amusement Rides & Inflatables

- ☐ Amusement rides
 - ☐ Inflatable devices
 - ☐ NC Department of Labor inspection completed (if required)
 - ☐ Manufacturer installation instructions followed
 - ☐ Anchoring and ballast provided
 - ☐ Blowers and electrical cords properly protected
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Section 12- Emergency & Fire Safety Plan

- ☐ Emergency action plan submitted
 - ☐ Severe weather procedures in place
 - ☐ Evacuation procedures identified
 - ☐ Fire watch provided if required by AHJ
 - ☐ Staff trained in emergency procedures
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Section 13- Required Attachments

- ☐ Site plan
 - ☐ Tent flame-retardant certificates
 - ☐ Vendor list and layout
 - ☐ Food vendor cooking equipment list
 - ☐ Propane/LP-gas layout
 - ☐ Emergency action plan
 - ☐ Electrical plan (if required)
 - ☐ Insurance certificate (if required by jurisdiction)
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Section 14- Applicant Certification

I certify that the above information is true and correct to the best of my knowledge. I understand that this Operational Permit is subject to inspection and approval by the Guil-Rand Fire Department Fire Marshal's Office and that failure to comply with the North Carolina Fire Code, applicable NFPA standards, and all applicable State, Federal, and Local Laws and Ordinances may result in permit denial, suspension, or revocation.

Applicant Name (Print): _____

Applicant Signature: _____

Date: _____

Applicable Codes & Standards (Reference)

- North Carolina Fire Code (Current Edition)
- NFPA 10 – Portable Fire Extinguishers
- NFPA 54 – Fuel Gas Code
- NFPA 58 – Liquefied Petroleum Gas Code
- NFPA 70 – National Electrical Code
- NFPA 101 – Life Safety Code
- NFPA 102 – Grandstands, Bleachers, and Folding Seating
- NFPA 1123 – Fireworks Display (if applicable)
- NFPA 701 – Flame Propagation of Textiles

Permit approval does not relieve the permit holder from compliance with all applicable codes, standards, laws, and ordinances, nor does it authorize unsafe or hazardous conditions.