

Temporary Membrane Structures and Tents Construction Permit Application



Greensboro Fire Department
Fire and Life Safety Division
300 W. Washington Street
Greensboro, NC 27401
(336) 373-7929

<http://www.greensboro-nc.gov/firepermits>



Note

Updated 07/01/2023

A construction permit is required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 800 square feet (see below section – Do I need a permit?). This permit is a stand-alone permit and requires all documents to be submitted separate from a building/site plan. Greensboro Fire Department and Greensboro Planning Department will review this permit application. If the temporary structure has bleachers or spectator seating, a building plan will be required (contact 336- 373-2832 for those requirements). Fire will require an on-site inspection. Planning does not require an on-site inspection.

- ***Air-supported Temporary Membrane Structure-*** a structure wherein the shape of the structure is attained by air pressure.
- ***Temporary Stage Canopy-*** a temporary ground-supported membrane-covered frame structure used to cover stage areas and support equipment in the production of outdoor entertainment events.
- ***Tent-*** a structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Guilford County Schools

All Guilford County School fire permits, building plans, and Technical Review Committee (TRC) site plans will now be reviewed by Guilford County Fire Marshal's Office. Here is their website for more information:

<https://www.guilfordcountync.gov/our-county/emergency-services/fire-division/guilford-county-fire-marshal-office/building-fire-system-plan-reviews/-fsiteid-1>

The Process

1. Go to www.greensboro-nc.gov/firepermits and download the Temporary Membrane Structures and Tents construction permit application(s) for your project.
2. On the permit application, see the *Do I need a Permit?* section.
3. If a fire permit is required for your scope of work, combine the permit application and required documents into a single PDF and submit them at www.greensboro-nc.gov/PlanReviewandTracking (you will need to create a login). Once at your dashboard you will need to select "New Request." Enter the requested information and submit your plan.
4. We then receive the submittal and verify the fees are correct. You will then receive notification via email and your dashboard for payment. You can pay from your dashboard by clicking the "\$" beside your plan or by clicking the link in the email.
5. Once you pay online by credit/debit card, your submittal will go into the review queue. If the plan doesn't require payment we will confirm no fee is required and then add the plan to the queue.

6. Once your plan is reviewed, you will be able to resubmit a revision or download the approved set of plans directly from the website. Look in the comments section of your submittal for more information.
7. Once your permit has been approved, you will be able to download the approved and stamped set directly from the website. You may then call (336) 373-7829 to schedule a Fire inspection. An approved stamped set of paper plans shall be on site.

Do I Need a Permit?

1. Is this tent used for recreational camping purposes? If yes -
No permit or inspection will be required
2. Is this a Funeral tent, curtain or extension attached thereto, being used for funeral services? If yes -
No permit or inspection is required.
3. Is this for a tent (with or without sides) 800 square feet or less? If yes -
No permit or inspection is required.
4. Is this for a tent (with sides) in excess of 800 square feet? If yes-
Yes, a permit and inspection is required.
5. Is this for a tent (with or without sides) in excess of 1800 square feet? If yes -
Yes, a permit and inspection is required.
6. Is the aggregate area of multiple tents placed side by side (less than 12 feet apart) in excess of 1800 square feet? If yes -
Yes, a permit and inspection is required.
7. Is this for a temporary stage canopy in excess of 400 square feet? If yes -
Yes, a permit and inspection is required.
8. Is this for an air-supported temporary membrane structure in excess of 400 square feet? If yes -
Yes, a permit and inspection is required.
9. Will there be bleachers or spectator seating? If yes –
Yes, a permit and inspection is required. Contact the building department to get a building permit for the bleachers and spectator seating (336-373-2832).

Requirements for Fire Permitting and Inspections

Any work that is not addressed in this section does not currently require a fire permit or inspection. However, all work associated with NC Fire Code is still required to meet the applicable code requirements. All work items associated with the scope of work can be submitted together with one application.

Questions (Check all that apply)	Required documents for Permit Submittal:
Is this for a Tent in Excess of 800 Square Feet (SF)? <input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> No	<ol style="list-style-type: none"> 1. Completed Permit Application 2. Site plan including: <ul style="list-style-type: none"> -Lot Lines -Distance to other buildings -Distance to equipment/vehicles -distance to fire lane and fire suppression equipment 3. Flame Certificates 4. Location and Type of Heater (if any) (separate Electrical Permit may be required) 5. Location and Type of Electrical (if any) (separate Electrical Permit may be required) 6. Location of Emergency Lighting and illuminated Exit signs (only night events) 7. Location of Fire Extinguishers (2A: 10BC Minimum) 8. Means of Egress (Number and Location) 9. Floor Plan 10. Occupant Load 11. Seating Arrangement
If so, will this Tent have any sides? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Is this for a Tent in Excess 1800 Sq. Ft? <input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> NO	
Is this for a Tent in Excess of 15,000 sq. ft.? <input type="checkbox"/> YES - Special requirements will apply to permit <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Is this for a Temporary Stage Canopy in Excess of 400 Sq. Ft? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Is this for a Membrane Structure in Excess of 400 Sq. Ft? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Will there be bleachers or spectator seating? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

On-Site Requirements for this Permit

- Temporary structures shall not be located in drive aisles (determined by Planning Department reviewer) or in Fire Apparatus Access Roads.
- Temporary structures shall not take up required parking (determined by Planning Department reviewer).
- Water barrels shall not be used as anchors.
- A 12' fire break is required on all sides of the Temporary Structure (this includes guy ropes and any other obstructions).
- Temporary structures shall not be located within 20' of lot lines or combustion engines (vehicle parking, generators, etc.).
- Minimum fire extinguisher size shall be 2A:10BC with a maximum travel distance of 75'.
- "No Smoking" signs shall be posted in conspicuous locations.
- Temporary structures shall not be erected for a period of more than 180 consecutive days within a 12-month period on a single premises.
- Temporary Structures used at night will be required to have emergency lighting and illuminated exit signs.
- The full scope of these requirements are listed in the NC Fire Code.

Required Fire Inspections

- **Final Fire Inspection** (no inspections are required for the planning department)
- **Fire Inspections Scheduling- Call 336-373-7829**

For electrical permit/inspection information call the Greensboro Electrical office at (336) 373-2040

Fee Schedule

(Please note that permit review fees are paid for separately from the inspection fees)

Permit Review Fees	Inspection Fees
(This fee is paid online prior to your permit/plan being reviewed)	(This fee is billed to you by Fire Recovery USA after each inspection)
<ul style="list-style-type: none"> • Temporary Membrane Structures and Tent Review: \$0 • Temporary Membrane Structures and Tent Resubmission Review: \$0 	<ul style="list-style-type: none"> • All Temporary Membrane Structures and Tent Inspections: \$150 per visit (up to 3 hours), \$150 each additional hour • If additional inspectors are required: \$150 per hour for each inspector.

Application Information

Applicants Name (Person):	Phone:	Email:
Applicants Company Address:		Applicants Company Name:
Project Name:	Project Address:	

SCOPE OF WORK:

Type of <u>Event</u> (if applicable):	Building Permit Number (if applicable):
<u>Event</u> Date & Times (If Applicable):	Structure set up Date / Breakdown Date:
On-Site <u>Event</u> Contact/Phone number (If Applicable):	Size of Tent / Temporary Structure:

On-Site Structure Contact/phone number (for inspection):

DISCLAIMER

This is an application to submit for a permit. Submittal of this document does not guarantee a permit. No occupancy can occur prior to receiving an inspection. Final fire permit approval will occur during the on-site inspection if no violations are present.

By submitting this permit application you agree to the following:

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

This permit expires 180 days after issuance for Fire Code. Timelines vary for Greensboro Planning depending on the use of the temporary structure. Contact (336) 373-4340 for more information.