



Tent Checklist

The City of Greenville requires that a permit be obtained to erect and use a tent/membrane structure having an area in excess of 400 square feet prior to use as stated in the North Carolina Fire Code. The following shall be submitted to the Fire Marshal prior to the issuance of the permit:

☐ **\$50 Application Fee**

☐ **Floor Plan** (2403.6 -- A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided.)

☐ **Flame Propagation Performance Treatment** (2404.2 -- Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit.)

☐ **Certification** (2404.4 -- An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and addresses of the owners of the tent or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.)

For questions call (252) 329-4390

**Dial 9-1-1 for
Emergencies**

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