



# Chapel Hill Fire Department

403 Martin Luther King Jr. Blvd. Chapel Hill, NC 27514  
 (919) 968-2781 Fax: (919) 932-2956

## TENT PERMIT APPLICATION

Instructions: Application must be made in writing, any fee paid, and a site inspection completed prior to issuance of a permit. The completed application, stamped paid from the Town Finance office, must be returned to the Fire Marshal's office before a site inspection will be scheduled (the revenue office or the fire department will provide you with a copy). It is the applicant's responsibility to make contact with the Fire Marshal's office to schedule the site inspection. A Fire Department representative will make a site inspection before approving the permit request. The permit will only be issued following the satisfactory completion of all requirements herein.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Site Location: \_\_\_\_\_

Date of Tent Erection: \_\_\_\_\_ Date of Removal: \_\_\_\_\_ Tent Contractor: \_\_\_\_\_

Other information: \_\_\_\_\_

### General Requirements

- Provide proof of Flame Retardant or Flame Resistive treatment to Tent material
- Post a "No Smoking" sign under each tent
- Provide a minimum 5lb – 2A10BC rating fire extinguisher per 3000 sq/ft of floor space
- Ensure any electrical cords are sufficient to supply power and are used in accordance with manufacturer recommendations
- Installation must meet all other requirements of the NC Fire Prevention Code

### Permit Fee \$ 75 Account # 1004646320 TENT

Fees must be paid at the Finance office located on the ground floor of Chapel Hill Town Hall which is located at 405 Martin Luther King Jr. Blvd. (behind the Fire Department). Fire department personnel cannot accept payment for permits.

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Fire Marshal  
919-969-2006

Assistant Fire Marshal  
919-969-2007

Assistant Fire Marshal  
919-969-2052