



TOWN OF SOUTHERN SHORES

Planning Department
5375 N Virginia Dare Trail
Southern Shores, NC 27949
info@southernshores-nc.gov

Buddy Shelton
Building Inspector

(252) 261-2394 ext 3
Fax: (252) 255-0876

Tent Application/Permit

Tent Site Location

Location Name:	_____		
Address:	_____		
City:	_____	Zip:	_____
Event Dates/Time	Start	End	Set-up

Customer

Customer Name:	_____		
Address:	_____		
City:	_____	State:	_____ Zip: _____
Phone:	_____	Cell Phone:	_____
Email:	_____	Fax:	_____

Property Owner (If not applicant)

Owner Name:	_____		
Address:	_____		
City:	_____	State:	_____ Zip: _____
Phone:	_____	Cell Phone:	_____
Email:	_____	Fax:	_____
Management Co:	_____		
City:	_____	Contact:	_____
Phone:	_____	Cell Phone:	_____

Tent Installer/Contractor

Name:	_____		
Address:	_____		
City:	_____	State:	_____ Zip: _____
Phone:	_____	Fax:	_____
Email:	_____		
Contact Name:	_____	Cell Phone:	_____

Tent Information

	<i>Dimensions</i>	<i>Total Size</i>	<i>Sides</i>		<i>Electric:</i>
<i>Tent 1</i>	_____	_____	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number: _____	_____
	<i>Purpose:</i>				<i>Vehicles/Boats:</i>
<i>Tent 2</i>	_____	_____	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number: _____	_____
	<i>Purpose:</i>				<i>Vehicles/Boats:</i>
<i>Tent 3</i>	_____	_____	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number: _____	_____
	<i>Purpose:</i>				<i>Vehicles/Boats:</i>

Tent Application/Permit

A tent permit **is** required if:

1. The tent(s) is greater than 800 square feet.

To obtain a permit the following needs to be submitted to the Planning Department Office and approved prior to the tent(s) being erected, operated, or maintained.

1. A completed application.
2. A detailed site plan based on the guideline below.
3. A detailed floor plan shall be submitted if the occupancy load of the tent is 50 or more showing at least the information below.
4. Submit a Certificate of Fire Resistance (NFPA 701) for the tent and all associated materials.
5. Additional requirements and information may be needed based on the overall size and use of the tent upon review of the application.

Site plan requirements:

- The location of the tent shall not restrict access/egress to buildings or other tents on the property or adjacent premises.
- A required 20 foot fire lane shall be maintained leading to the tent.
- A required 12 foot passageway on all sides of the tent, free of all guy ropes and other obstructions, must be available for firefighting operations.
- Tents shall be located no closer than 20-feet from any property line, buildings, or other tents (unless exempt) and parked vehicles or internal combustion engines.
- If a cooking tent is on site, it must be separated from the main tent by at least 20-feet. All cooking activities **must be** at least 20-feet from the main tent.

Floor Plan requirements:

- Exit locations shall be indicated; minimum 72-inches in width. The number of required exits will be based on current NC Fire Code requirements.
- Seating/table arrangement and expected occupancy load.
- Fire extinguisher locations.
- Location of exit and emergency lighting; heating equipment; any electrical equipment.

I certify to the best of my knowledge that all information provided herein is true and correct as submitted to the office of the Building Inspector. All work performed under this permit shall conform to the plans, specifications, and applicable NC Codes. I understand that the completion of this application does NOT entitle the commencement of construction or operation of the tent(s) and I will call for all required inspections.

Signature: _____

Date_____

For Office Use Only

Date Filed	_____	Application Complete?	_____	If not complete, date returned:	_____
Reviewed	_____	By: _____	[] Rejected	[] Approved	
Comments	_____ _____ _____				