



**NEW HANOVER COUNTY FIRE SERVICES**

230 Government Center Dr. Suite 130  
Wilmington, NC 28403  
(910) 798-7420, Fax (910) 798-7052  
e-mail: fireforms@nhcgov.com



*Serving and Protecting Wilmington since 1897*

**CITY OF WILMINGTON FIRE AND LIFE SAFETY**

230 Government Center Dr Suite 150  
Wilmington, NC 28403  
(910) 343-0696, Fax (910) 341-0097  
e-mail: flswilm@wilmingtonnc.gov

Is your project located in the unincorporated area of New Hanover County \_\_\_ or in the Wilmington City limits \_\_\_?

**TENT OR AIR SUPPORTED STRUCTURE PERMIT APPLICATION**

**CONTRACTOR REQUESTING PERMIT**

NAME: \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ FAX \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ CELL \_\_\_\_\_ E-MAIL \_\_\_\_\_

**EVENT INFORMATION**

DATE OF EVENT \_\_\_\_\_ TIME EVENT STARTS \_\_\_\_\_  
DESCRIPTION OF EVENT: \_\_\_\_\_  
LOCATION/ADDRESS OF EVENT: \_\_\_\_\_  
Date/Time Ready for Inspection \_\_\_\_\_ Date/Time to be removed \_\_\_\_\_

*Please be aware that any inspections requested outside of normal business hours may require an additional after hour's inspection charge.*

**PERMIT INFORMATION**

**TYPE OF PERMIT REQUESTED:** TENT/S \_\_\_\_\_ AIR SUPPORTED STRUCTURE \_\_\_\_\_  
Please list each tent or air supported structure including description, square footage, sizes, with or without sides, and number of exits. If additional space is needed please use the back of the application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Circle all that Apply**

**Occupancy Type:** Assembly  Business  Other  **Occupancy Load/Capacity**

**Tent Information (if applicable)**

\*Does the tent/s have? Heating Equipment Seating Electrical Service Cooking Equipment Contain: Hay Straw Wood shavings Other combustible material \_\_\_\_\_

\*Are the tent/s and contents flame resistant and self extinguishing? Yes  No

\*Are the tent/s adequately guyed, staked, and/or fastened to withstand a wind pressure of not less than 20lbs per square foot of projected area? Yes  No

\*Does the tent occupy more than 75% of the premises that it is located on? Yes  No

*Please note that a site layout must be provided showing dimensions, location of tent/s or air supported structures, and a parking layout. A floor plan must also be provided for tents showing dimensions, layout, fire extinguishers, and exits.*

The undersigned hereby makes application for a permit and the inspection of all work described above and hereby agrees to comply with all building regulations and other laws applicable to the use and type of construction of the building referred herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If applying for a City permit, you will be invoiced for any charges.  
If applying for a County permit, please fill out the following.

Method of Payment: CASH CHECK CREDIT CARD CHARGE ACCOUNT # \_\_\_\_\_

**FOR OFFICE USE BELOW THIS LINE**

Approved by:	Date:	Fee:	Permit #
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