



**CHARLOTTE FIRE DEPARTMENT**  
**FIRE PREVENTION BUREAU**  
**Temporary Structure Application**

**Applicant Information**

*This is the company name applying for the permit.*

Company Name:

Address:

City/State:

Zip:

Contact Name:

Ph:

Email:

**Structure Location**

*This is the actual location of the structure installation.*

Business Name:

Address:

Property Code:

Install Date:

Use Date(s):

Number of Structures:

**Structure Detail and Use Information**

*Note applicable sections only. If more than one structure, enter each tent individually below.*

Structure 1 Size:

Canopy:

Enclosed:

Structure 2 Size:

Canopy:

Enclosed:

Structure 3 Size:

Canopy:

Enclosed:

Structure 4 Size:

Canopy:

Enclosed:

**Structure Type:** Tent:

Inflatable:

Stage:

Other:

**Tent Use:** Assembly:

Retail Sales:

Other:

**Set Up:** Tables/Chairs:

Theater Seating:

Standing:

**Additional Information**

The installation of all temporary tents, stage canopies, and membrane structures shall be in compliance with Chapter 31 of the North Carolina Fire Code. Temporary structures meeting the following specifications shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official: Tents enclosed on more than 25% of their perimeter exceeding 800 square feet, all tents and canopies exceeding 1,800 square feet, multiple tents placed side by side without a 12 foot fire break with an aggregate area exceeding 1,800 square feet, Membrane structures exceeding 400 square feet, and temporary stage canopies exceeding 400 square feet.

This application along with proof of payment is due at the time of the site inspection performed by the fire code official. Please contact the Fire Marshal's Office at 704-336-2101 to coordinate payment.

***NOTE: Structures with a calculated occupant load of more than 299 people may be required to have fire watch by a minimum of two CFD Fire Inspectors. For structures with an occupant load of 50 or more persons, a detailed site plan indicating seating, stages, exit arrangement, etc. shall accompany this application.***

**Acknowledgment**

*I certify that the information herein and submitted with this application is true and accurate. I further acknowledge that the fire official has the authority to revoke this application or any subsequently issued permit for any falsely submitted information, or unsafe or non-compliant conditions. Posted permit provided by the fire official shall remain posted in a conspicuous location.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_