

HOW TO OBTAIN A TENT or CANOPY PERMIT

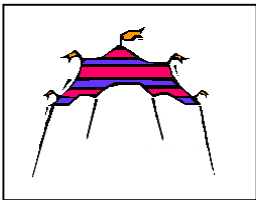


**City of Gastonia Planning Department -
Building Inspection Division
and
City of Gastonia Fire Department -
Life Safety Division**

This pamphlet is a guideline, and is not intended to replace City of Gastonia codes, the NC Building Code, or the NC Fire Code. In the event of a conflict between this document and the codes previously noted, the official codes will supersede.

WHAT IS THE CITY'S DEFINITION OF A TENT AND A CANOPY?

A **tent** is any structure, enclosure or shelter which is constructed of canvas or pliable material supported in any manner except by air or the contents it protects.



A **canopy** is a tent that is open on 75 percent or more of the perimeter.

DO I NEED A PERMIT?

TENTS: A permit is required if the tent is over 120 square feet (12x10) or if the tent is designed for 10 or more persons.

CANOPIES: A permit is required if the canopy is over four hundred (20x20) square feet.

Exception: If the canopy is open on all sides, is less than 700 square feet in area, and has at least 12 feet of clear space on all sides, no permit is required.

WHERE DO I GO?

A permit application to erect a tent or canopy may be obtained from the Building Inspections Division located in the Garland Business Center, 150 South York Street, Gastonia or by calling 704-866-6729.

HOW MUCH WILL IT COST?

Building Inspections	\$73.50
Fire Inspections	\$52.50
Total Cost	\$126.00

WHAT IS THE PROCESS

Submit application 5 business days prior to the event.

- ❑ Submit an application to the Building Inspections Department along with a copy of the flame-resistive material certification.
- ❑ Provide a site plan showing the location of each tent or canopy and other buildings on the premises, distance from adjacent property lines, location of guy wires and stakes, how off-street parking spaces will be impacted, and the location of exits. *(Most commercial establishments have a base site plan on file, which you can use to show the location of the proposed tent or canopy.)*
- ❑ The application is reviewed. Once the application is approved and fees are paid, permits are issued.
- ❑ Building and Fire inspections are scheduled and must occur prior to the event.

HOW LONG DOES IT TAKE?

Normally, a permit to erect a tent or canopy is issued within 1-3 days. Building and Fire inspections can generally be scheduled for the next day.

SPECIAL EVENTS

If the tent or canopy is being used for a special event, it may be necessary to apply for an event permit prior to applying for tent permit. For more information about obtaining an event permit, contact the Event Permit Coordinator at 704-866-6022.

For larger events, additional restroom facilities may be required if not provided on-site.

FIRE CODE REQUIREMENTS

(for tents/canopies less than 10,000 square feet)

Setbacks: Every part of the tent/canopy, including guy wires and stakes, must be set back a minimum of 20 feet from all property lines, parked vehicles, or other engine. Keep 12 feet between the tent/canopy and all obstructions.

Flame-Resistive Materials: Each tent/canopy must be constructed of flame-resistive materials. A copy of the materials certification should be kept on site and a label must be attached to the tent/canopy bearing the size and fabric or material type.

Combustible materials: Hay, straw, shavings, or similar combustible materials cannot be located in the tent/canopy, except that sawdust and shavings are permitted if kept damp.

Smoking and Open Flame Devices: Smoking and open flame devices are not allowed in a tent or canopy. "No Smoking" signs must be posted.

Fire Extinguishers: Portable fire extinguishers must be provided based on consultation with the Fire Marshal.

When a tent or canopy is designed for 50 or more persons, additional safety requirements, such as exit signs and lighting, may apply.

STAFF CONTACTS

**Planning Department
Building Inspections Division**
Garland Business Center
150 South York Street
Gastonia, NC 28052
Phone: 704-866-6729

**City of Gastonia Fire Department
Life Safety Division**
260 North Myrtle School Road
Gastonia, NC 28052
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