



**LEE COUNTY GOVERNMENT
FIRE MARSHAL**

Tent Application

The Following requirements exist for the submission of plans for review or requesting a permit:

- All applications, plans, or supporting documentation must be submitted digitally to fireplans@leecountync.gov.
- Lee County will only accept digital plans for records retention purposes, you may submit a hard copy if you require a stamped copy.
- All submitted plans must clearly list the building address as assigned by the Lee County GIS office and must also indicate the building number or letter utilized by the occupant.
- All submissions must include the e-mail address for the billable party, all invoices and receipts will be sent electronically.
- Payments are accepted in cash or check.

105.7.18 Temporary membrane structures and tents. A construction permit is required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 800 square feet (74 m²).

Tent/Temporary Membrane Structure Permit: Must include a completed application, digital site plan, structures fire retardant certification, and all pertinent information for the requesting and billable party. Tent or Temporary Membrane Structure permits require a fee of 50.00 dollars. Tent inspections require a minimum of 48 hours' notice.

Testing/ Inspection:

Upon the completion of work. You are required to contact the office to schedule any required inspection and testing.

Any work conducted or altered without the review and approval of Lee County Office of Fire Marshal will result in a penalty.



LCG Fire
LEE COUNTY GOVT
NORTH CAROLINA

Fire
Marshal

Office of Lee County Fire Marshal
115 Chatham Street, Suite 302
Sanford, North Carolina 27330
Phone (919) 718-4670 • FAX (919) 718-4630
Fireplans@leecountync.gov

APPLICATION FOR PLAN REVIEW

DATE:

PROJECT

NAME:

PHYSICAL ADDRESS:

BUILDING NUMBER / NAME:

PHONE NUMBER, EXT:

CONTRACTOR

NAME:

MAILING ADDRESS:

PHONE NUMBER, EXT:

FAX NUMBER:

EMAIL ADDRESS (REQUIRED):

CONTACT

NAME:

MAILING ADDRESS:

PHONE NUMBER, EXT:

FAX NUMBER:

EMAIL ADDRESS (REQUIRED):

APPLICANT'S SIGNATURE:

NOTICE

PLAN REVIEW: ALL SUBMISSTIONS MUST BE MADE DIGITALLY TO fireplans@leecountync.gov WITH ARCHITECT/ENGINEER STAMP.

A HARD COPY OF PLANS MAY BE SUBMITTED IN ADDITION TO THE DIGITAL COPY IF YOU REQUIRE AN APPROVED HARD COPY.

SUBMITTED PLANS WILL BE REVIEWED AS QUICKLY AS POSSIBLE, WITH AN AVERAGE REVIEW TIME OF (15) BUSINESS DAYS.

**MAKE CHECKS PAYABLE TO LEE COUNTY FIRE MARSHAL'S OFFICE:
PAYMENT REQUIRED BEFORE PERMIT ISSUED:**

OFFICE USE ONLY:

Lee County Office of Fire Marshal

Occupancy Number:

OFFICIAL:

Date Completed Application Rec'd:

Received By:

APPROVED DATE:



LCG
LEE COUNTY GOVT
NORTH CAROLINA

Fire
Marshal

Request for Tent Permit

2018 NC Fire Code

105.7.18 Temporary membrane structures and tents:

A construction permit is required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 800 square feet (74 m²).

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Funeral tents and curtains, or extensions attached thereto, when used for funeral services.
3. Tents and awnings open on all sides, which comply with all of the following:
 - 3.1. Individual tents shall have a maximum size of 1800 square feet (167 m²).
 - 3.2. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 1800 square feet (167 m²) total.
 - 3.3. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be maintained.



LEE COUNTY GOVERNMENT
FIRE MARSHAL

PERMIT

105.1 General. Permits shall be in accordance with Sections 105.1.1 through 105.7.18.

Tent Permit

EST. 1907



Issued To:

Date Issued:

Date Expired:

Office of Fire Marshal

Title:

Name:

Signature:



LCG Fire
Lee County Govt
North Carolina Marshal

Inspection & Testing

Business:

Address:

Contractor:

Name:

Phone Number:

Test Date:

Notes:

Approval:

Official:

Title:

Signature: