

**CONCORD FIRE DEPARTMENT**  
**TENT PERMIT APPLICATION**

*To Be Completed By Applicant & Mail / Drop Off*

**APPLICANT INFORMATION**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Telephone:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ **Facsimile:** (\_\_\_\_) \_\_\_\_-\_\_\_\_  
**Mobile Phone:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ **On-Site Contact:** \_\_\_\_\_

**OWNER INFORMATION**

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Telephone:** (\_\_\_\_) \_\_\_\_-\_\_\_\_ **Facsimile:** (\_\_\_\_) \_\_\_\_-\_\_\_\_  
**Email Address** \_\_\_\_\_

**PERMIT INFORMATION**

**“Date” Erected:** \_\_\_\_\_ **Ready “Time” To Inspect:** \_\_\_\_\_ **“Date” Taken Down:** \_\_\_\_\_  
**Location of Tent:** \_\_\_\_\_ **Or Attach Site Map**

**# of 5# abc Fire extinguishers (service tagged):** (\_\_\_\_) **# of “No Smoking” signs:** (\_\_\_\_)

**# of Emergency Lights, if applicable:** (\_\_\_\_) **# of Exit Signs, if applicable:** (\_\_\_\_)

**# of Tents:** \_\_\_\_\_  (✓) if you request fee  
Cash, Check or Credit to be collected on-site  
Card Accepted during inspection OR

**Payable To:** City of Concord **Sqft x .01 + \$50/Tent \$** \_\_\_\_\_

**Mail Paperwork & Check To:**  
Concord Fire Department  
Attn: Fire Prevention Division  
100 Warren C. Coleman Bld. N.,  
Concord, NC 28027  
Forms can be emailed to [fmo@concordnc.gov](mailto:fmo@concordnc.gov)

**Square Ft:** \_\_\_\_\_ **Attach additional sheet, if needed.**  
**Square Ft:** \_\_\_\_\_

**Flame Retardant:**  Yes  No **Label on Tent:**  Yes  No

**ATTACH A COPY OF UL PROOF / FIRE RETARDANT CERTIFICATION**

**Occupancy Classifications:**

Assembly  Hazardous  Mercantile  Business  
 **Generator Used?**  Cooking  Carnival / Fair  Trade Show / Exhibit  
 Diesel  Electric **WHY/Purpose?:** \_\_\_\_\_

I, the undersigned hereby attest that the information given about is accurate and that I will comply with all applicable regulations and requirements of the NC International Building Code 2012 Edition, NC International Fire Code 2012 Edition and the City of Concord.

**Owner or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**~ PERMIT, IF APPROVED, CANNOT BE ISSUED PRIOR TO RECEIVING UL PROOF AND MONIES. ~**

**\*\* Tents less than or equal to 400 sq. feet in size are not assessed a permit fee\*\***