

Temporary Structure Permit Directions

The NC Fire Prevention Code requires tents, canopies, and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. For all Wake Forest owned property, Facilities and Campus requires this form to be filled out in full and approved as soon as the event is scheduled. Applicants must submit a permit request with the Winston-Salem Fire Department once they receive approval from F&CS. The application can be found [here](#).

For questions or additional information please contact 336-758-4255 or fcscsc@wfu.edu.

Definitions:

- Tent: A structure, enclosure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
- Temporary Stage Canopy: A temporary ground supported membrane-covered frame structure used to cover stage areas and support equipment in the production of outdoor entertainment events.
- Membrane Structure: An air inflated, air supported, cable or frame covered structure as defined by the International Building Code and not otherwise defined as a tent.

Tents and membrane structures shall not be erected, created or maintained for any purpose without first obtaining a permit and approval from WFU Facilities and Campus Services and the WSFD Fire Marshall. The following must receive a permit:

- Membrane structures having an area more than 400 square feet.
- Tents having an area more than 700 square feet.
- Exceptions:
 - Tents open on all sides without sidewalls, drops, or other physical obstruction on 75 percent or more of the perimeter that comply with all of the following:
 - Individual tents having a maximum size of 1800 square feet
 - The aggregate area of multiple tents places side by side without a fire break clearance of 12 feet, not exceeding 1800 square feet
 - A minimum of 12 feet to all structure and other tents.

All applications must include a Certificate of Flame Resistance from the structure vendor that matches the structure being used at the event.

All applications must include a floor plan and site plan. This plan is not required to be architectural.

All applications must be submitted to Facilities and Campus Services 15 business days prior to the event. WSFD applications must be submitted 10 business days prior to the event.

Wake Forest University
Tent, Canopy, and Membrane Structure Permit Application

Event Name: _____
 Event Date(s): _____
 Event Time(s): _____
 Event Location: _____
 WFU Department: _____
 WFU Contact: _____
 WFU Contact E-mail: _____
 WFU Contact Phone: _____

Installation Date(s) and Time(s): _____
 Removal Date(s) and Time(s): _____
 Expected Occupancy: _____
 Inclement Weather Plan: _____
 Structure Vendor: _____
 Vendor Contact: _____
 Vendor E-mail: _____
 Vendor Phone: _____

Please indicate if this application is for: Tent			Canopy			Membrane Structure			Number of sides: _____		
Dimensions:	Length: _____ ft.	Width: _____ ft.	Height: _____ ft.	(at edge of sidewall)			Total sq. ft.: _____ sq. ft.				

YES	NO	
		Has the event space been reserved and approved using DeaconSpace?
		Is tent/membrane structure certified as either flame resistant material or treated with flame retardant? (Attach certificate provided by manufacturer or vendor with material labeled)
		Is 20-foot separation provided from buildings around the structure?
		Is 20-foot separation provided between the structure and other tents, canopies, parked vehicles, or internal combustion engines? For determining required distances, support ropes, anchoring method, and guy wires shall be considered as part of the structure
		Are means of egress from structure maintained free of obstruction and are aisle clearances of at least 48 inches provided inside structure where required?
		Are open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal, or other cooking devices maintained at least 20 feet away from structure?
		Are there 'No Smoking' signs posted on each side inside the structure?
		Are there 'EXIT' signs post above each exit inside the structure?
		Are the exit signs illuminated? (Necessary for any event occurring between sunset and sunrise, and structures with sides.)
		Are there fire extinguishers on each side of the interior of the structure? Extinguishers must be elevated four feet off the ground, highly visible, and in date.
		Will structure be maintained in good condition and adequately secured, braced and anchored to withstand the elements of weather and prevent against collapsing?

How will this structure be anchored: Staking Concrete blocks Water barrels Sandbags Other: _____

If structure will be staked, a dig permit must be submitted. Has a dig permit been submitted? Yes No	If structure will be staked, a work order must be submitted for locating: WO Number: _____
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Check items to be used:		
Tables:	Qty: _____	Cooking:
Chairs:	Qty: _____	Propane:
Generators:	Qty: _____	Electric:
Planters:	Qty: _____	Decorations:
Dance floor:	Size: _____	Stage: Size: _____

REQUIRED ATTACHEMENTS	
	Certificate of Flame Resistance or Flame Retardant
	Site plan showing structure location with 25' separation from buildings, 20' separation between other tents, canopies, membrane structures, parked vehicles, open flames, cooking devices. For determining required distances, support ropes and guy wires should be considered part of the structure.
	Floorplan identifying seating arrangement, means of egress, dance floors, stage, 'EXIT' signs and fire extinguishers.

Submit permit and required attachments to fcscsc@wfu.edu