



# Tent Permit Application

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Number and Size of Tents: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date & Time Tent Will be Ready for Inspection: \_\_\_\_\_

Tent Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Additional required documentation:**

- Fire Department Tent and Membrane Structure Checklist
- Certificate of Flame Resistance
- Site plan showing location of tent(s) on the property

**You may fax this permit request to (910) 692-9495.**

**The permit must be signed and fee paid in person by cash, check or credit card.**

BUILDING PERMITS & INSPECTIONS  
COMMUNITY DEVELOPMENT DEPARTMENT  
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