



Tent Permit
 Plan Review Fee: \$65
 Inspection Fee: \$110
 (Revised 10/2019)

Permit Information

A tent permit is required for any tent structure larger than 800 square feet, per the NC State Building Code. An inspection is required for any tent structure larger than 800 square feet with sides, or larger than 1800 square feet with or without sides. In addition, a Temporary Use Permit may be required, per Section 4.4.1 of the Pinehurst Development Ordinance (PDO).

The following requirements shall be met for inspection:

- A 5 lb. ABC type fire extinguisher is required every 30 ft.
- No smoking signs shall be placed in visible locations.
- Tent must be 12' away from any structure or building.
- Exit signs/lights as applicable are required for enclosed tents

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at www.vopnc.org/Home/ShowDocument?id=10100.

Intake Information

Property Address	
Street Address	
City, State, Zip Code	
Parcel ID #	

Owner Information			
Name		Home Phone #	
Street Address		Mobile Phone #	
City, State, Zip Code		Business Phone #	
Email			

Applicant			
Name		Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	



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General Information

Name of Event			
Date of Event			
Tent Company Name			
Electricity in Tent	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, requires an electrical single trade permit)	
Drop Cords Used	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, requires an electrical single trade permit)	
Heat/AC Used	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, requires a mechanical single trade permit)	
Generator Used	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, requires an electrical single trade permit)	
Tent Enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Tent Size/Dimensions			
Tent Set Up Date		Tent Take Down Date	

Required Documents

<input type="checkbox"/> Site Plan <input type="checkbox"/> Flame Retardant Certificate
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Additional Village Permits (As Applicable) – Must accompany this permit with the applicable fee

<input type="checkbox"/> Mechanical Single Trade Permit <input type="checkbox"/> Electrical Single Trade Permit <input type="checkbox"/> Temporary Use Permit

Notice to Applicant

By completing and submitting this application, you certify that this application and submittal is complete and accurate.

Applicant Signature: _____ Date: _____