



Town of Ocean Isle Beach Fire Department

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To: All Special Event and Tent Permit Applicants.

As a requirement of the 2012 North Carolina Fire Prevention Code, an operational permit is required to erect, operate or maintain an air-supported membrane structure or a tent having an area in excess of 400 sq. ft. (37m sq.)

Exceptions to this permitting process are as follows:

1. Individual tents open on all sides, having a maximum size of 700 square feet (65 m sq.).
2. The aggregate area of multiple tents, open on all sides, placed side by side without a fire break clearance of not less than 12 feet (3658 mm), not exceeding 700 square feet.
3. Tents used exclusively for recreational camping.
4. Funeral tents and curtains or extensions attached thereto, when used for funeral services.

The following rules shall be adhered to during setup and operation at any festival or event with permitted tents that is held within the Ocean Isle Beach Town Limits and ETJ:

Propane Gas:

1. No cylinders or tanks shall be used within a tent or a building.
2. Always position cylinders and tanks so that the pressure relief valve points away from areas with points of ignition, tent openings, and where people may gather.
3. Keep cylinders in an upright position at all times. Place on firm ground or footing and secure tanks.
4. Protect and secure all gas tubing and piping from vehicular and foot traffic.
5. All tanks and cylinders must be a minimum of six (6) feet from any heat source.
6. Use only regulators, valves, piping, fittings, and hose designed for use with propane gas.
7. All thermostatically controlled appliances are to be equipped with safety shutoff controls. Check for proper working order before using.
8. All portable cylinders and tanks shall be plugged when not in use.
9. All cylinders and tanks shall be checked for leaks before use and after each cylinder or tank is changed. Leak checks shall be done with a soap and water solution.

Electrical:

1. Only UL listed or approved equipment shall be used.
2. Electrical extension cords shall be grounded, in good condition, and of proper size for application being used.
3. Protect all electrical extension cords from vehicular and foot traffic. All cords shall be covered to prevent tripping hazards.
4. Surge protectors are encouraged for all electrical use.
5. GFCI (ground fault circuit interrupter) are encouraged and may be required by the building inspector.

Fire Extinguishers:

1. All vendors or tents with electrical service shall have a minimum 2A5BC rated extinguisher unless otherwise approved. Vendors with cooking equipment shall have at a minimum 2A20BC rated extinguisher on hand. All extinguishers shall be full and have been serviced in the last twelve (12) months with tag of a Service Company or be able to provide a purchase receipt dated within one year.
2. All vendors that cook with grease or have deep fat fryers shall have an additional Class K fire extinguisher on hand that is full and have been serviced in the last twelve (12) months with tag of the Service Company or receipt of purchase dated within one year. One and one-half gallons of Class K extinguishing agent is required for every 80 pounds of frying capacity.

General Precautions:

1. All compressed gas cylinders and tanks stored or used shall be chained or strapped to prevent them from falling.
2. Any Flammable or Combustible liquids (gasoline, diesel, kerosene) used shall be stored in approved containers and placed fifty (50) feet from any heat sources.

Cooking:

1. All vents or flues for cooking equipment shall be vented to the outside.
2. Where cooking equipment with vents and flues are used all portions of the tent must be at least 12 inches from the vent or flue.
3. All frying operations under tents shall be the vented type. Open type outdoor fryers may not be used within 20 feet of a tent. One and one-half gallons of Class K extinguishing agent shall be provided for each 80 pounds of frying capacity.

Tents:

1. Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exceptions: Tents open on all sides which comply with all of the following:

1. Individual tents open on all sides, having a maximum size of 700 square feet (65 m sq.).
2. The aggregate area of multiple tents, open on all sides, placed side by side without a fire break clearance of not less than 12 feet (3658 mm), not exceeding 700 square feet.
3. Tents used exclusively for recreational camping.
4. Funeral tents and curtains or extensions attached thereto, when used for funeral services.

2. Means of Egress:

- Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure and located such that all points are 100 feet or less from an exit.
- Number. Tents or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required as follows:

<u>Occupant Load</u>	<u>Minimum Number of Means of Egress</u>	<u>Minimum Width of Each Means of Egress</u>	
		(Tent)	(Membrane)
10 to 199	2	72 inches	36 inches
200 to 499	3	72 inches	72 inches
500 to 999	4	96 inches	72 inches
1000 to 1999	5	120 inches	96 inches

- Exit Signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicated clearly the direction of egress when the exit serves an occupant load of 50 or more.
 - Exit Sign Illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires.
 - Means of egress illumination. Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied
3. Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:
 1. Names and address of the owners of the tent, canopy or air-supported structure.
 2. Date the fabric was last treated with flame-retardant solution.
 3. Trade name or kind of chemical used in treatment.
 4. Name of person or firm treating the material.
 5. Name of testing agency and test standard by which the fabric was tested.
 4. Absolutely no smoking in tents.
 5. Crowd Management. Trained crowd managers shall be provided for facilities or events where more than 1,000 people congregate. Additional crowd managers are required for each additional 250 persons or as approved.
 6. This is only a partial list of the code. Please reference the 2012 North Carolina Fire Prevention Code for regulation in its entirety.

All vendors and permit applicants will be inspected for compliance prior to events and activities when applicable