

Planning and Development Dept. - Permit Application Center

P.O. Box 11706, or 155 Johnston Street, Rock Hill, SC 29731-1706

Phone: 803-329-5590 FAX: 803-329-7228

www.cityofrockhill.com



TENT PERMIT APPLICATION AND CHECKLIST

For all tents used for cooking and other tents over 120 square feet. **Permit Fee \$35**

Please attach a **site plan, flame retardant or resistant certificate** for tent material, and any other required documentation as listed on the attached checklist when submitting the permit application. A Temporary Use Permit may also be required for your event. See the [Temporary Use Permit Application](#) for more information. When both permits are required, the higher of the two fees is charged.

Please complete the following:

Tent Address: _____
(Location of permit site inside RH City Limits)

Applicant Name: _____

Phone: _____ Fax: _____ Email: _____

Property Owner: _____ Phone: _____

Mailing Address: _____

Tent Installer: _____ City Bus. Lic. #: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Electrician: _____ City Bus. Lic. #: _____ State Lic. #: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Description of Event: _____

Date of Event: _____ Date and Time Tent will be installed: _____

Use and Description of Tent:

Dimensions: Width: _____ X Length _____ = _____ Square Footage of Tent

Describe how tent will be used: _____

- | | | |
|--|---|--|
| <input type="checkbox"/> Retail Sales Event | <input type="checkbox"/> Special Events Display | <input type="checkbox"/> Vendor Display Area |
| <input type="checkbox"/> Food Preparation or Sales (Without any Cooking) | <input type="checkbox"/> Food Preparation or Sales (With Cooking) | |
| <input type="checkbox"/> Meetings, Weddings or Other Gatherings | <input type="checkbox"/> Other: _____ | |

Duration of Permit: Tent permits for a special event shall be limited to a maximum duration of fourteen (14) days per site per calendar year, unless otherwise specifically authorized by the Development Services Director.

See attached Tent Permit Checklist for required supporting documentation to include with your application.

Certification

I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the plans and specifications herewith submitted and to the City Building Code and all Laws and Ordinances pertaining thereto. I understand that I must use contractors licensed or registered with the State of South Carolina and the City of Rock Hill as required for the work being performed and associated with this application and permit.

Applicant Signature: _____ Applicant Title: _____
(Contractor, Owner, Agent, etc.)

Applicant Printed Name: _____

Sworn to and subscribed before me on
this _____ day of _____, 20 _____

Signature of Notary: _____ (Place Notarial Seal Here)

Notary Public for: _____

My commission expires: _____

FOR OFFICE USE ONLY: Date Filed: _____ [] Fee Paid _____ Reviewed by: _____
Date: _____ [] Rejected [] Approved Comment: _____

Tent Permit Checklist

Tents come in various sizes and shapes and are used for a variety of purposes. This information sheet is provided to assist tent users or property owners with what is required by the Building and Fire Codes of the City of Rock Hill. The Building and Fire Codes do not apply to tents less than 120 square feet in size (except cooking tents) used for private or commercial purposes such as for weddings, event registrations, funerals, temporary shelter and similar uses.

Please submit the following information, if applicable, with your tent permit application:

- Site Plan** – A site plan showing the dimensions of the tent and the tent's location on the property in relation to other tents, buildings or structures shall be provided and attached to the Permit Application. All tents can not be closer than 20 feet to any other tent or building and should be located so as to not interfere with the normal operations of any permanent use located on the property. No tent shall be situated such that established egress paths or exits from other tents or structures are blocked. Show location of public restrooms or any required portable toilet facilities.
- Flame-resistant Treatment Certificate** – Tents and/or canopies must be composed of flame-resistant material or shall be treated with an approved flame retardant in a manner that meets the requirements for flame resistance as determined in accordance with NFPA 701. The permit application must be accompanied with documentation certifying that the tent and related components such as the sidewalls, drops, canopies, floor coverings, etc. are flame-retardant.

Installation Requirements

- **All tents must be anchored to the ground and secured to prevent collapse and/or rollover during high winds.**
- **Public Restrooms** – Public restrooms in the form of portable toilet facilities, to include handicap accessible facilities, may be required depending upon the tent's duration of use, location of existing facilities, occupancy and occupant load.
- **Combustible materials** – If a tent or canopy is used for the gathering of persons for an event or meeting then hay, straw, shavings or similar combustible materials shall not be located within the tent or canopy, however, sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided they are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or canopy shall be maintained clear of all combustible materials within 20 feet. Combustible vegetation shall be removed from the area occupied by a tent or canopy and from areas within 30 feet of such structures. Combustible trash shall be removed at least once a day from the tent or canopy during the period the structure is occupied by the public.
- **Smoking** - Smoking is not permitted in tents or under canopies. Approved "No Smoking" signs shall be conspicuously posted within the tent.
- **Open or exposed flame** – If the tent or canopy is open to the public then open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or within 20 feet of the tent or canopy.
- **Cooking tents** – Cooking tents may be permitted only where the public does not utilize or access the tent. Where cooking is performed, it shall be separated from other tents or canopies by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods or limited cooking demonstrations and similar operations that use solid, flammables, butane or other similar devices and which do not pose an ignition hazard may be approved on a case-by-case basis. **Flammable-liquid-fueled equipment shall not be used in tents or canopies. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or canopies.** LP-gas containers or similar flammable fuel containers shall be located outside the tent with safety release valves pointed away from the tent or canopy. Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and tent or canopy not less than 10 feet and LP-gas containers having a capacity of more than 500 gallons a minimum separation of not less than 25 feet is required.
- **Separation of generators** - Generators and other internal combustion power sources shall be separated from tents or canopies by a minimum of 20 feet and isolated from contact with the public by fencing, enclosure or other approved means.
- **Electrical equipment** - All electrical equipment, lighting, outlets, wiring, etc. shall bear a U.L. label or label from an approved testing laboratory and be installed in accordance with the National Electrical Code. Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches thick.
- **Portable fire extinguishers** - Portable fire extinguishers shall be provided and their location and size shall be as required by the City of Rock Hill Fire Department. Fire extinguisher stations shall be clearly marked. **Fire extinguishers and their location in or around the tent must be inspected and approved by the Rock Hill Fire Department.**
- **Egress and Exits** – The number and size of exits shall be based on the occupant load of the tent as determined by the tents use. All paths of egress to tent exits shall be maintained clear of obstructions at all times. Exits signs shall be clearly posted at each exit. Where the tent or canopy is used for seating, the seats, benches or chairs shall be arranged in such a manner that aisles and exit access paths are clearly defined.

Inspections Required

- **A Building Inspection and Fire inspection is required before the tent can be occupied. Inspections must be requested a day in advance. Inspections are performed Monday through Friday, 8:00 a.m. to 3:30 p.m.**
- **When the tent is installed, contact us to schedule an inspection at (803) 329-5590. If your event will take place on a weekend, the tent must be installed by Friday and an inspection scheduled for that day.**