



CHARLESTON FIRE DEPARTMENT



Fire Marshal Division

Permit Application

Temporary Tent & Membrane Structure

Preferred Submission:

Customer Self Service (CSS) Portal, www.charleston-sc.gov/CSS

Alternate Submission:

Fire Marshal Division, 2 George Street, Charleston, SC 29401

Fire Permit #: FLST -

Estimated Value of Work or installation:

Date of Application:

This application is for an operational permit to erect a temporary structure that meets the permit required threshold identified in the South Carolina Fire Code. Applicants must possess a current City Business License and obtain a permit, before operating, by submitting this application and the associated supporting documentation. The permit is only valid for the duration or approved timeframe. Temporary structures shall not be erected for a period of more than 180 days within a 12-month period on a single premises. Please allow 14 days for permit processing:

We encourage all applicants to utilize the [Customer Self Service \(CSS\) portal](http://Customer Self Service (CSS) Portal) to submit applications, receive updates, check on the permit status, schedule inspections, pay fees, and expedite the process. *Paper applications will not be accepted after July 1, 2024.* Additional questions that cannot be answered through the portal may be directed to CFDpermits@charleston-sc.gov or 843-724-3429.

Applicant {Person or entity obtaining and responsible for the permit}

Applicant Name:	
Company Name:	
Address:	City, State & Zip:
Phone:	Email:

Event

Event Name:	Address:
Property Owner/Rep Name:	Owner cell phone:
Event Start Date and Time:	Event End Date and Time:
Temp. Structure Set-Up Date:	Temp. Structure Removal Date:
Desired Inspection Date:	Desired Inspection Time:
Number of: Tents (one or more sides) >400 sq ft: _____ Tents (open all sides) >700 sq ft: _____ Other: _____	
Size of tent (up to four category A tents per permit): #1: _____ x _____ #2: _____ x _____ #3: _____ x _____ #4: _____ x _____	
Describe the activities that will take place under the temporary structure(s): 	

Installation Contractor

Company Name:	
Contact Name:	City Business License #:
Cell Phone:	E-mail:

Temporary Tent and Membrane Structure Application

Category of Temporary Structure (check one appropriate category)

A	Category A: Tents with one or more sides and membrane structures >400 sq. ft. and <1,000 sq. ft., tents open on all sides (canopies) >700 sq. ft. and <1,000 square feet, will not include cooking, and utilized for <50 people.				
B	Category B: Tents and membrane structures >1,000 sq. ft. and <7,500 sq. ft., will not include cooking, and utilized for <250 people.				
C	Category C: Tents and membrane structures >1,000 sq. ft. and <7,500 sq. ft., will not include cooking, and utilized for >250 people and <1,000 people.				
D	Category D: Tents and membrane structures >1 story, or >7,500 sq. ft, or >1,000 people, and will not be used for cooking. Additional Building Permits may be required.				
F	Category F – Food: Open or enclosed tent utilized for cooking or food preparation, at one location, for <7 days or the duration of a special event. Intended for vendors who have not obtained a mobile food vendor permit. Note: multiple small cooking tents may be grouped together when the total area is <700 sq. ft., with 12' between each tent within the aggregate area, and 20' to the next tent or group of tents. Each cooking operation will need an individual permit.				

Application Submittal Checklist

The following checklist is provided as a **summary of the minimum** information that must be included with this application before a review will be initiated. It is the operator's responsibility to have a thorough working knowledge of the applicable ordinances, codes, and standards. Failure to provide the needed information will delay the review process.

A	B	C	D	F	Provide copies of:
X	X	X	X	X	1 City of Charleston Business License for the application issued for the current year.
		X	X		2 Emergency plan with crowd management strategies.
			X		3 Signed/sealed drawings from a licensed design professional.
A	B	C	D	F	Submit a site plan that is drawn to scale or includes adequate measurements and includes:
X	X	X	X	X	4 Tent size and location, include guywires, supports, etc.
X	X	X	X	X	5 Fire Department access roads.
X	X	X	X	X	6 Distances to property line, buildings, tents, parked vehicles, or other operating equipment.
X	X	X	X	X	7 Location of heating units, fuel sources for units, location of generators or similar equipment.
X	X	X	X	X	8 Approximate electrical wire routing and how it will be secured, ramped, or protected.
A	B	C	D	F	Submit a scaled floor plan of the tent or canopy, which includes the proposed layout of:
X	X	X	X	X	9 Tables, chairs, aisles, stages, displays, etc.
X	X	X	X	X	10 Fire extinguisher(s) types and locations.
	X	X	X		11 Exits, exits signs, and the use of exit doors vs. open side wall areas.
X	X	X	X	X	12 Heaters, food warming equipment, and other associated equipment.
A	B	C	D	F	Submit a copy of the fire-retardant certificates:
X	X	X	X	X	13 Provide a copy of the fire-retardant certificate for each tent or canopy.
X	X	X	X	X	14 Tents and canopies must have the fire-retardant label permanently attached to the material.
	X	X	X		15 Floor coverings, curtains, tablecloths, and similar shall meet the appropriate fire-retardant
A	B	C	D	F	Category F – Cooking Tents
			X	16	Scaled diagram or drawing with measurements identifying the equipment and fuel layout.
			X	17	Photos of the equipment, fuel system, and connections.
			X	18	Photos of the anticipated layout and configuration of equipment.

Request for review and permit

I understand and agree that this permit is for authorization for the time period identified on this permit and the permit remains the property of the City of Charleston. By signing below, I certify that I am an authorized agent for the company and all information provided is true and correct. I understand that if any information provided is found to be incorrect or falsely stated that any permits granted from this application are immediately null and void. I agree to comply with the ordinances of this jurisdiction and to perform the work herein stated in accordance with the submitted plans, specifications, applicable codes and standards, and shall be responsible for any and all violations of state laws and local ordinances. I understand that any deviation from the conditions of the permit, without written approval subsequent to the issuance of the permit, shall constitute grounds for revocation of such permit and that all activities are subject to field inspections at any time. I understand this permit is only valid for the approved duration, unless revoked or suspended.

Name of person submitting application

Signature

Date