



# Planning and Development Department Commercial Event and Tents Permit Application

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Address \_\_\_\_\_ City \_\_\_\_\_ NC ZIP \_\_\_\_\_

Subdivision or Project Name \_\_\_\_\_ Lot Number \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Contact preference: Phone Fax Email

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Additional Site Instructions \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

Proposed Use \_\_\_\_\_

### PLANNING DEPARTMENT APPROVAL

**A minimum of 15 days prior to the event date must be allowed for the review of the application.**

### EVENT AND TENTS INFORMATION

Type of Event \_\_\_\_\_ From Date \_\_\_\_\_ To Date \_\_\_\_\_

Description of Event \_\_\_\_\_ Anticipated Number of Attendees \_\_\_\_\_

Tents/Canopies: Yes No Food Vendors/Concession: Yes No

Water Supply: Yes No Supplier \_\_\_\_\_ Electric Supplier \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

### EVENT AND TENTS INFORMATION

1. Site plan depicting placement of any event structures, including water/electrical supply layout.
2. Permission letter from the landowner if other than the applicant.
3. Fireworks retail must be in accordance with the North Carolina Building Code.
4. Copy of the Flame Retardant Certification.
5. Floor Plan Layout of the tent.

### APPLICANT STATEMENT

**I hereby certify that all information in this application is correct and all work will comply with the State Building code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.**

Applicant Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_