

Appalachian State University
Tent and Canopy Permit Requirements

Per the North Carolina Fire Prevention Code, the following requirements apply to tents and canopies erected on University owned property. Any tent or canopy (with sides) greater than 700 square feet or any tent/canopy (without sides) greater than 1800 square feet must be evaluated for fire and life safety and receive permit approval through the North Carolina State Construction Office (NCSCO).

The NCSCO is responsible for evaluating proposed structures and granting permits on all state owned property. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, NCSCO issues a permit in the form a signed approval letter/email.

Individuals/groups wishing to utilize tents/canopies meeting the size parameters listed above must provide a completed application with required attachments to the Office of Environmental Health, Safety and Emergency Management (EHS&EM) at least 30 days prior to the event. The permit application can be obtained by clicking [here](#) or copy and paste the following address into your browser.

<https://ncadmin.nc.gov/document/tent-permit>

EHS&EM will submit the information to the NCSCO for review/approval and provide notification to the applicant regarding the status of the permit. Tents/canopies utilized repeatedly in the same location may qualify for a multi-use permit. Please note that tents/canopies less that the permit required sizes may still subject to safety requirements listed on the permit application. We recommend that you contact EHS&EM to discuss safety requirements for smaller tent installations. Questions may be directed to the Fire and Life Safety Manager at (828) 262-4007 or via e-mail at clarkbs@appstate.edu.

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