



**TOWN OF ATLANTIC BEACH  
POST OFFICE BOX 10  
125 WEST FORT MACON ROAD  
ATLANTIC BEACH, NC 28512  
252 726-2121 (F) 252 726-5115**

ATTN: SABRINA SIMPSON, SPECIAL EVENTS COORDINATOR

**SPECIAL EVENT APPLICATION**

Date \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Rain Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

**TENT / CANOPY PERMIT APPLICATION ATTACHED (include \$50 fee)**

YES \_\_\_ NO \_\_\_ \*Must include drawing of site plan

**OUTDOOR FIREWORKS PERMIT APPLICATION ATTACHED (include \$100 fee)**

YES \_\_\_ NO \_\_\_ \*Must include drawing of site plan

**AMPLIFIED SOUND PERMIT REQUESTED: (include \$10 fee)** YES \_\_\_ NO \_\_\_

NUMBER OF GUESTS EXPECTED: \_\_\_\_\_

NUMBER OF TOILET FACILITIES TO BE AVAILABLE: \_\_\_\_\_ (see procedure #12)

INSURANCE ATTACHED: YES \_\_\_ NO \_\_\_

SPECIAL SERVICES REQUESTED: \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TOTAL FEES SUBMITTED** \_\_\_\_\_

## **REQUIREMENTS FOR SPECIAL EVENTS**

A special event application is required for any event by a public or private organization to promote an idea, cause, or program designed or selected for a particular purpose or occasion, for events with an expected attendance of 50 or more guests, and for events requiring a tent/canopy permit, outdoor fireworks permit, or amplified sound permit.

### **THE FOLLOWING PROCEDURES MUST BE COMPLETED BEFORE THE SPECIAL EVENT CAN BE SUBMITTED TO THE TOWN OF ATLANTIC BEACH FOR FINAL APPROVAL.**

1. An insurance policy must be submitted naming the Town of Atlantic Beach as an insured party for any event being requested whenever the event is being held by a private organization on Town-owned property. The insurance requirement will be required from the event holder to obtain from a commercial company or firm and be submitted to the Town of Atlantic Beach for not less than one million dollars (\$1,000,000.00).
2. If a street closing is being requested, the Town staff will be required to complete an impact study on the location requested, and a report will be presented to the Town of Atlantic Beach council along with the application request.
3. All requests to hold special events shall be submitted to the Town of Atlantic Beach at least fifteen (15) working days prior to the date of the event scheduled.
4. Any special services being requested from the Town of Atlantic Beach must be listed in writing and attached to the application form. Expenses to be incurred by the Town to provide such special services must be reimbursed to the Town prior to commencement of the event.
5. Any special events that require the use of a tent or canopy must show proof that the tent is flame retardant and meets all applicable Town codes. The operation and/or construction of an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet requires a permit and \$50 permit fee. The permit application and required site plan is attached.
6. An operational permit is required for outdoor fireworks displays. Contact the Fire Marshal to discuss any potential outdoor fireworks displays before submitting Special Event Application. This permit application is to be returned with a \$50 permit fee.
7. An amplified sound permit is required for any outdoor event with amplified sound and \$10 permit fee.
8. The following requirements are needed to process the application:
  - A) Date of the event
  - B) Start and finish time of the event
  - C) Rain date of event
  - D) Location of the event
  - E) Name of the organization sponsoring the event
  - F) Name and address of the contact person concerning the event
  - G) Copy of Insurance (as applicable)

9. The organization having the event is responsible for cleaning up of all trash, debris, and litter after the event is completed. Failure to comply with this section would cause the Town of Atlantic Beach Public Works Department to clean up the debris and charge back all expenses to the event sponsor.
10. If the event is cancelled by the organization involved, notification to the Town of Atlantic Beach is requested at least 72 hours prior to the scheduled date.
11. The possession, sale, and/or consumption of any alcoholic beverages during any special event that is held on any public property or roadway, is specifically prohibited.
12. All special events must follow all federal, state, and local laws and regulations. If permits are required from other agencies, it is the applicant's responsibility to secure the necessary permits. Adequate toilet facilities must be provided for the number of guests estimated in attendance. Questions related to the number of toilet facilities that may be needed can be addressed by the Inspections Department at 252-726-4456, and must be coordinated prior to submission of the Special Events Application to avoid a delay in the approval process.
13. If requested to do so, the organization sponsoring the event must attend the Town Council meeting on the night that their request is scheduled for discussion and/or approval to answer any questions that the Mayor and Council members might have concerning the event.
14. The Town of Atlantic Beach is an equal opportunity community. Applicants for special events will not be rejected due to race, color, age, sex, religion, national origin, or disability.

**I HAVE READ ALL OF THE REQUIRMENTS PERTAINING TO HOLDING A SPECIAL EVENT IN THE TOWN OF ATLANTIC BEACH AND FULLY UNDERSTAND MY RESPONSIBILITY AND THE RESPONSIBILITY OF MY ORGANIZATION PERTAINING TO HOLDING THIS SPECIAL EVENT IN THE TOWN OF ATLANTIC BEACH.**

\_\_\_\_\_  
Signature (Event Sponsor)

\_\_\_\_\_  
Date

**The following section is to be completed as needed by the Town of Atlantic Beach staff:**

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Inspections Director

\_\_\_\_\_  
Town Manager

Total Fees Received: \$ \_\_\_\_\_

Approval:    EVENT             YES    NO            AMPLIFIED SOUND             YES    NO  
                   TENT/CANOPY  YES    NO            OUTDOOR FIREWORKS    YES    NO

\_\_\_\_\_  
Admin Services Supervisor/Special Event Coordinator

\_\_\_\_\_  
Date



Phone: 252-726-7361

Fax: 252-726-1804

Town of Atlantic Beach  
P.O. Box 10/ 125 W. Fort Macon Rd., Atlantic Beach, NC 28512

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## Fire Prevention Guideline: Temporary Tents, Canopies, Membrane Structures

FPG 34-002

Effective Date: February 18, 2008

Revised: September 22, 2008

Michael J. Simpson, Fire Marshal

### Purpose:

To establish a set of guidelines and procedures for the issuance of tent, canopy and other membrane structure permits and the inspections required for their approval.

### Definitions:

**Air-Supported Structure** – A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

**Canopy** – A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Tent** – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

**Membrane Structure** – An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent or canopy.

### Policy:

- A. Permits shall be issued for the operation and construction of tents, canopies and membrane structures by the Town of Atlantic Beach Fire Marshal's Office.
- B. Permits are required for the following:
  1. A tent having an area in excess of 200 square feet.
  2. A canopy having an area in excess of 400 square feet.
  3. Air Supported Structures.

### Exceptions:

- a. Tents used exclusively for recreational camping purposes.
- b. Fabric canopies open on all sides which comply with all of the following:

1. Individual canopies having a maximum size of 700 square ft.
  2. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
  3. A minimum clearance of 12 feet to all structures and other tents.
- C. For two or more tents, 2 permits shall be issued. This shall be accomplished by receiving a payment for 2 permits and on the Permit form, note "multiple tents".
- D. Upon receipt of the Permit Application and fees, a permit will be issued to the applicant. The applicant must contact the Fire Marshal's Office to schedule an inspection of the tent, canopy or membrane structure upon completion of construction and prior to use.
- E. At the time of inspection, the inspector shall survey the tent and/or canopy to ensure that all applicable sections of chapter 24 of the North Carolina Fire Code are complied with.
- F. For tents used for assembly purposes with an occupant load of 300 or more persons, a minimum of two competent persons approved by the fire code official shall be assigned for fire watch during all events.

**Construction Documents:**

- A. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval.
- B. The floor plan shall indicate details of the means of egress, seating capacity, arrangement of seating and location and type of heating and electrical equipment.

**Exits/Mean of Egress:**

- A. Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet or less from an exit.
- B. Tents, canopies or membrane structures shall have at least one exit and not less than the number of exits required by Table 2403.12.2.

Table 2403.12.2  
Minimum Number of Means of Egress

Occupant Load	Minimum Number of Means of Egress	Minimum Width of Each Means of Egress (inches)	Minimum Width of Each Means of Egress (inches)
		Tent or Canopy	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1000 to 1999	5	120	96
2000 to 2999	6	120	96
Over 3000	7	120	96

### **Exit Signs and Lighting:**

- A. Exit signs shall be clearly marked and installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
- B. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated.

### **Flame Propagation Performance Treatment:**

- A. The owner or agent shall file with the Town of Atlantic Beach Fire Marshal's Office a certificate of flame propagation performance meeting the criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner.
- B. An affidavit or affirmation shall be submitted to the Fire Marshal's Office and a copy retained on the premises attesting to the following information:
  - 1. Names and addresses 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.

### **Smoking:**

- A. Smoking shall not be permitted in tents, canopies or membrane structures.
- B. Approved "NO SMOKING" signs shall be conspicuously posted.

### **Fire Protection:**

- A. Portable fire extinguishers shall be provided with a maximum travel distance of 75 feet to an extinguisher.



Phone: 252-726-7361

Fax: 252-726-1804

**Fire Marshal**  
Town of Atlantic Beach  
P.O. Box 10, 125 W. Fort Macon Rd., Atlantic Beach, NC 28512

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**TEMPORARY TENTS & CANOPIES  
SPECIAL EVENTS FIRE PROTECTION PERMIT APPLICATION**

A PERMIT IS REQUIRED TO ERECT, CONSTRUCT AND OPERATE TENTS HAVING AN AREA IN EXCESS OF 200 SQ. FT., CANOPIES HAVING AN AREA IN EXCESS OF 400 SQ. FT. OR AIR SUPPORTED STRUCTURES. THE PERMIT APPLICANT MUST CONTACT THE ATLANTIC BEACH FIRE MARSHAL'S OFFICE TO SCHEDULE AN INSPECTION OF THE TENT, CANOPY, OR AIR SUPPORTED STRUCTURE UPON COMPLETION OF CONSTRUCTION AND PRIOR TO USE.

**Applicant's Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address/Location for Tent/Canopy:** \_\_\_\_\_

**Description Of Work/Type of Event:** \_\_\_\_\_

**Number and Size of Tent/Canopy:** \_\_\_\_\_

**Date Tent/Canopy to be Erected:** \_\_\_\_\_

**Date Tent/Canopy to be Taken Down:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor Phone#:** \_\_\_\_\_

**The following documents are required to be attached to this application when submitted. For questions or additional permit requirements, please contact the Fire Marshal at (252)726-7361.**

1. Detailed Site and Floor plan for occupant loads of 50 or more people.
2. Certificate of Flame Propagation Performance meeting the criteria of NFPA 701.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Marshal's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit Fee:** \$50.00

**Permit Number:** \_\_\_\_\_



### **Site Plan Worksheet**

A detailed Site Plan must be completed for temporary Tents and Canopies having an occupant load of 50 or more people, Outdoor Fireworks Displays, for facilities storing, utilizing, dispensing or manufacturing hazardous materials, or as otherwise required by the Fire Official.

1. Indicate both indoor and outdoor locations of all hazardous materials.
2. Indicate all below and above ground tanks.
3. Show adjacent streets and entrance points to property
4. Show minimum distances and "Fall-Out" areas for Fireworks Displays
5. Show tent/canopy size, means of egress, seating capacity, seating arrangement and location and type of heating and electrical equipment.

Facility/Applicant Name: \_\_\_\_\_

Site Address: \_\_\_\_\_



Phone: 252-726-7361

Fax: 252-726-1804

# Office of the Fire Marshal

Town of Atlantic Beach

P.O. Box 10/ 125 W. Fort Macon Rd., Atlantic Beach, NC 28512

## Permit Application for Outdoor Fireworks Display (Page 1)

- Outdoor Fireworks Display permit applications must be submitted to the Atlantic Beach Fire Marshal's Office 30 days in advance of the Fireworks Display.
- All requirements of the Outdoor Fireworks Display permit document must be met. Furthermore, all provisions of the North Carolina Fire Prevention Code, Chapter 33, North Carolina GS 14-410 through 14-414 and NFPA 1123 and 1124 shall be met and adhered to at all times.
- Mail Permit Application to: Atlantic Beach Fire Department (Attn: DC Simpson)  
P.O. Box 10  
Atlantic Beach, NC 28512
- A \$100.00 Permit fee is required to be submitted and payable to the Town of Atlantic Beach. **(Non-Refundable)**
- For questions, contact the Atlantic Beach Fire Marshal at (252)726-7361, email [DeputyChief@atlanticbeach-nc.com](mailto:DeputyChief@atlanticbeach-nc.com), or fax (252)726-1804.

**Date and Time of Display:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**SITE INFORMATION**      **Event Description:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address/Location of Display: \_\_\_\_\_

### PYROTECHNICS COMPANY

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Number of Personnel to be On-Site: \_\_\_\_\_ Mobile Phone # (On-Site): \_\_\_\_\_

Lead Pyrotechnic Operator: \_\_\_\_\_ NC Permit #: \_\_\_\_\_

Operator's Assistant: \_\_\_\_\_ NC Permit #: \_\_\_\_\_

Operator's Assistant: \_\_\_\_\_ NC Permit #: \_\_\_\_\_

Operator's Assistant: \_\_\_\_\_ NC Permit #: \_\_\_\_\_

**All operators and assistants are required to use appropriate personal protective equipment including head, eye, hearing, foot protection, long-sleeved and long-legged clothing made of cotton, wool or similar flame resistant cloth.**

**An approved Operator shall be designated as the responsible party and shall be required to be on-site at all times.**



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**Permit Application for Outdoor Fireworks Display (Page 2)**

**REQUIRED DOCUMENTS**

**No permit will be approved or issued without submitting the following detailed documentation:**

1.  A Detailed Site Plan of the discharge site and surrounding area indicating the minimum distances to the nearest structures, power/telephone lines, streets, roadways, highways, viewing audience and "Fall-Out" areas. The site plan must include the firing site, device layout and fireworks storage area.
2.  A Bond or Certificate of Insurance shall be furnished in the amount of \$1,000,000.00 to the Town of Atlantic Beach Fire Marshal. "The Town of Atlantic Beach, NC, and its employees are named as additional insured" shall be specifically indicated on the certificate. An original certificate with the **original penned signature** of the agent writing the certificate is required (Stamped signatures are not accepted).
3.  Proper identification and a valid North Carolina Pyrotechnics Operator Permit or Pyrotechnics Operators Assistant Permit for all personnel on-site shall be provided to the Town of Atlantic Beach Fire Marshal's Office prior to the issuance of a permit. Personnel without a NC Pyrotechnics Permit and not listed on the permit application will not be allowed on-site.
4. On-Site Certification of Assistants may be conducted by the Fire Marshal in accordance with the requirements set forth by the North Carolina Office of State Fire Marshal as follows:
  - Completion of the On-Site Operator Assistant Safety Certification Application
  - Completion of the OSFM Safety Exam with a passing grade of 80% or higher.
  - Provide a Bureau of Alcohol, Tobacco, Firearms and Explosives license, permit or letter of clearance and a notarized affidavit from the permit holder under which the applicant is contracted or employed.

Note: The applicant for certification without BATFE clearance may still participate in firing of the display but may not handle explosives or pyrotechnic materials.

5.  A complete list of pyrotechnic devices to be displayed indicating the quantity, types and sizes of shells and mortars.
6.  The manner and place of storage of pyrotechnic materials. Pyrotechnic materials must be stored in approved magazines or "Ready Boxes." Pyrotechnic materials must be supervised at all times once delivered to the site.
7.  Procedures for handling misfires and duds.
8.  A letter of clearance from the property owner giving permission to the Pyrotechnics Operator to perform the Display on the property.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Marshal's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit Fee: \$100.00**

**Permit Number:** \_\_\_\_\_