



Application for a Tent or Canopy Permit

A permit is required by the North Carolina International Fire Code, Chapter 31, for a tent having an area equal to or greater than 800 square feet and/or a canopy having an area equal to or greater than 1800 square feet. A tent is defined as a structure with sides and a canopy is a structure without sides. All tents and canopies must be made of flame retardant material and have a label that states it is flame retardant.

The fee for the permit is \$50.00 for a period not to exceed 180 days. Payment can be made in person at City Hall, located at 401 Laureate Way, Kannapolis, North Carolina or the payment may be mailed to City of Kannapolis, attention Finance. Once the fee is paid, an inspector will contact you and make an appointment to inspect your tent or canopy.

Please fill out the information requested on the back of this page and turn it into the Kannapolis Fire Department, located on the 3rd Floor at 401 Laureate Way, Kannapolis, North Carolina, 28081. In addition, the form may be faxed to 704- 920-4262. If you have any questions, call 704-920-4260.

Tent & Canopy Permit Application

USER INFORMATION			
Business Name	Daytime Phone		
Business address	After Hours Phone		
	Fax		
City	State	Zip	
Email Address			
INSTALLER INFORMATION			
Business Name	Daytime Phone		
Business address	After Hours Phone		
	Fax		
City	State	Zip	
Email Address			
TENT OR CANOPY INSTALLATION LOCATION INFORMATION			
Business Name			
Business Address			
City	State	Zip	
Location on Property			
Is this tent/canopy application part of a City of Kannapolis, Special Events Application? <div style="text-align: center; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>			
If yes, what is the event name and event date?			Date
What are the daily hours of operation for the tent?	AM/PM	to	AM/PM
INSTALLATION / USE / REMOVAL DATES	Start		End
Dates planned for Tent/Canopy INSTALLATION :		and	
Dates planned for Tent / Canopy USE :		and	
Dates planned for Tent / Canopy REMOVAL :		and	
Responsible Party (Please Print)			Title
OFFICE USE ONLY		Date	
Permit			
Permit Fee			
Reception No:			

A COPY OF THIS APPLICATION SHALL REMAIN ON SITE ALONG WITH THE PERMIT

Please email document to: KannapolisFire@kannapolisnc.gov
 Please fax to: 704-920-4262