

## Planning & Development Department

803-329-5590 / [permits@cityofrockhill.com](mailto:permits@cityofrockhill.com)

Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

Mailing: PO Box 11706, Rock Hill, SC 29731-1706

[www.cityofrockhill.com](http://www.cityofrockhill.com)



## TENT PERMIT APPLICATION INSTRUCTIONS

### WHEN TO USE THIS PROCESS

Use this application to request a tent permit for the use of any tent that is:

- 120 square feet or more; and/or
- That will be used for cooking.

### APPLICATION PROCESS

1. **Submit the following in PDF format through our** Online Services website at [www.cityofrockhill.com/oneservices](http://www.cityofrockhill.com/oneservices).

A. **Tent Permit Application** (pg. 3)

B. **Sketch plan** site plan showing:

- The dimensions of the tent
- The tent's location on the property in relation to other tents, buildings or structures. Tents must be at least 20 feet away from other tents and buildings, and they must be located where they will not interfere with the egress paths or exits of any other tents or structures.
- Location of public restrooms or any required portable toilet facilities.

C. **Flame retardant or resistant certificate** for tent material and related components (side walls, drops, canopies, floor coverings, etc.) in accordance with the National Fire Protection Association code section 701.

D. A [Temporary Use Permit Application](#) if the tent is for an event that will take place entirely on private property (carnivals, seasonal sale of produce, etc.).

Note that the City has [separate review processes](#) for events requesting to use public streets or property, such as a park (block parties, festivals, etc.).

2. **We will email you an invoice for the required fees**, which also will be paid online. The fee is \$35 for a tent permit alone, or \$50 if both a tent permit and a temporary use permit are required.

3. **City staff will review your application** and send comments back to the designated contact person on the application within approximately 3 business days. If the application materials must be revised, use the [Plan Resubmittal Instructions](#) to guide you in uploading your revised plans.

4. Tent installers and electricians must have a City of Rock Hill [business license](#) before the tent permit can be issued.

- If your business is located outside the City and you would like to request a business license on a "per job" basis, you must submit a copy of your signed contract or other proof of the cost of the project.

5. After the above has been completed, **we will process your permit**, which may take another couple of days.

6. **Building and fire inspections are required** before the tent can be used. When the tent is installed, call us at the above phone number to schedule an inspection at least 24 hours before you would like to use the tent.

## TENT REQUIREMENTS

To comply with State fire and building code requirements, tents must meet the following requirements:

1. Tents must be anchored to the ground and secured to prevent collapse and/or rollover during high winds.
2. With rare exceptions for a public performance or exhibit, combustible materials such as hay, straw, shavings, and trash cannot be kept in the tent.
3. Smoking is not permitted in tents or under canopies. Approved “No Smoking” signs must be conspicuously posted within the tent.
4. If the tent or canopy is open to the public, open flames, fire, heat sources, flammable liquids, combustible liquids, gas, charcoal, and cooking devices are not allowed inside the tent nor within 20 feet of the tent or its canopy.
5. Cooking tents may be permitted when the public does not have access to the tent.
  - Cooking tents must be separated from other tents and canopies by at least 20 feet.
  - Cooking and heating equipment cannot be located within 10 feet of exits or combustible materials.
  - Flammable liquid-fueled equipment cannot be used in tents or canopies.
    - Flammable and combustible liquids must be stored outside in an approved manner at least 50 feet away from tents.
    - Flammable fuel containers must be located outside the tent with safety release valves pointed away from the tent.
    - Portable gas containers with a capacity of 500 gallons or less must be placed at least 10 feet away from the tent.
    - Gas containers with a capacity of more than 500 gallons must be placed at least 25 feet away from the tent.
6. Generators and other internal combustion power sources must be placed at least 20 feet away from tents, and they must be isolated from contact with the public by fencing, enclosure or other approved means.
7. All electrical equipment, lighting, outlets, wiring, etc., must bear a U.L. label or a label from an approved testing laboratory and be installed in accordance with the National Electrical Code. All combustible construction located within 6 feet of such equipment must be protected with approved noncombustible insulation that is at least 9.25 inches thick.
8. Portable fire extinguishers must be provided, with fire extinguisher stations clearly marked. The Fire Department will help determine the required location and size of the extinguishers.
9. The number and size of exits is based on the occupant load of the tent as determined by the tent’s use. All paths of egress to tent exits must be maintained clear of obstructions at all times. Exit signs must be clearly posted at each exit.
10. Portable toilet facilities, including handicap accessible facilities, may be required if existing restroom facilities are insufficient for the event.

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**TENT PERMIT APPLICATION**

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

**Property Owner Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Tent Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

Tent Installer Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City Business Lic.#: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ State Lic.# \_\_\_\_\_ City Business Lic. # \_\_\_\_\_

Description of event: \_\_\_\_\_

Will the public be allowed inside the tent? Yes  No

Will the tent be used for cooking? Yes  No

Activities inside tent:

- Retail sales or vendor display area
- Food preparation or sales without cooking
- Meeting, wedding, or other gathering
- Other: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Date and time the tent will be installed: \_\_\_\_\_ Date the tent will be removed: \_\_\_\_\_

(The Zoning Ordinance allows tents to be installed for a maximum of 14 days.)

Width of tent: \_\_\_\_\_ Length of tent: \_\_\_\_\_ Square feet of tent: \_\_\_\_\_ (length x width)

**Certifications**

The applicant certifies that the information on this application is true and correct, and that all work performed under this permit shall conform to all applicable codes, laws and ordinances.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_