

Tent and Stage Permitting Process

All tents and membrane structures having an area of 201 square feet or more and canopies 401 Square feet or more must be permitted through the Planning and Development Department of DeKalb County Government.

Please notify Emory Fire Safety before the application process to set-up inspection by the Fire Department. Prior notice allows DeKalb Fire time to plan inspection without delay. Call Fire Safety 404.727.7378.

Definitions:

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

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% or more of the perimeter.

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.

At this time the process includes the following:

1. DeKalb County Building Permit Application—Customer Service at Emory University Campus Services has copies
2. Insurance Certification from stage company
3. Insurance Certification from tent company
4. Flame certificate from tent company
5. Business License from tent company
6. Business License from stage company
7. Stage Specs (technical drawings related to stage)
8. Site Plan--made by Space -Management in Campus Services--Customer -Service has instructions on how to obtain a site plan
9. Authorized letter –Dean of Campus -Life approving permission to use land
10. Letter of Safety—Emory Police Department memo
11. Cover letter summarizing the event, amount of spectators and safety personnel
12. Permit is to be posted on site
13. Building Inspector and Fire Marshal inspection sign-off
14. Fire extinguishers and exit lighting as required by DeKalb County

The Planning and Development office is closed on Saturdays; therefore if you are planning on having a tent erected on Saturday, you should email the DeKalb County Planning and Development officer stating the use and what type of fire protection you intend to have (number of extinguishers) -. Inspections cannot be done out of the normal work hours. - <http://www.co.dekalb.ga.us/planning>