

Temporary Tent Permit Requirements

(Business, Demonstrations, Revivals, Sales, etc.)

Greenville County

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864 - 467 - 7060

All tents requiring a permit shall comply with IBC 3103, IFC 3103, 3104, and NFPA 701

Tent: A structure, enclosure umbrella structure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. **Permits** are required for **Tents** with sidewalls and or drops that are greater than 400 sq. ft. or Tents open on all sides that exceed 700 sq. ft.

Separation of 12' between tents or from other structures is required.

Temporary: 180 days as defined IBC section 108 and 3103 and IFC Chapter 31

1. Go to eTRAKit and Create an Account.

<https://grvlc-trk.aspgov.com/eTRAKiT/login.aspx?lt=either&rd=~/PermitApplication/step1.aspx&activityNo=>

2. Proposed length of time unit will be on the site: _____
Duration of Use is limited to 180 days. Projects that exceed 180 days shall meet permanent requirements and will require a Plan Review.
3. **Toilet Facilities:** Approved toilets are required. Permit sewer connection or provide a service contract for Handicap portable toilets / holding tank services. Service contracts must match unit's duration of use.
4. **Site Plan:** An 8-1/2x11 plan showing the location of the tent(s) on the property shall be uploaded at the time of application. The plan shall include dimensions from property lines, R/W, and other existing or proposed structures.
5. **Setbacks:** to property lines and Right of Way (R/W). This dimension is required for processing.
Greenville County maintained road: Road and Bridges Department 864-467-7016.
Width of R/W Greenville County maintained: _____. or
State maintained road: SCDOT Encroachment Office at 13 Saluda Dam Road, Greenville, SC, 29611
Width of R/W SCDOT maintained: _____. (To be completed and initialed by SCDOT). _____
6. Provide a copy of the **Flame Spread** Certificate for the **Tent** complying with NFPA 701.
(This can be obtained from the place of sales/ rental. The certificate bears the serial numbers for all panels of fabric and shall meet the requirements of IBC, IFC, and NFPA)
7. The Unit will be inspected to verify setbacks, tie-downs, and any other applicable code issue.
