



# MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE



## **TRADE SHOW/EXHIBIT PERMIT APPLICATION**

In accordance with the North Carolina Fire Code an operational permit is required to operate exhibits and trade shows.

### **Applicant**

*This is the name or company and mailing address of the permit applicant. NOTE: You must provide name of show.*

Name: \_\_\_\_\_ Name of Show: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Unit/Suite: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **Location and Date(s) of Show**

*This is the name and address of the actual location of the trade show or exhibit.*

Facility Name: \_\_\_\_\_ Show Date(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Unit/Suite: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **Emergency Contacts**

*Provide the names and phone numbers of a minimum of two show contacts.*

1. \_\_\_\_\_ Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
2. \_\_\_\_\_ Cell Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### **Trade Show/Exhibit Details**

*Provide details of the trade show or event.*

Anticipated Number of Attendees: \_\_\_\_\_ (Attendees shall not exceed the occupancy amount allowed in zoned function of space)

Type of Trade Show or Event: \_\_\_\_\_  
Provide Trade Show or Event Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Responsible Applicant**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that the information provided and contained herein is true and accurate to the best of my knowledge. The issuance of this permit shall not be deemed as an approval to violate any provisions of the North Carolina State Fire or Building Codes. The Code official has the right to inspect the premises to ensure compliance with provisions of the fire code.*

**NOTE: The issuance of this permit shall not be deemed as an approval to violate any Town, City, or County ordinances, statutes, or codes, and the Trade Show/Exhibit may require the approval from the local jurisdiction planned to be held in.**

### **Mecklenburg County Fire Marshal's Office Inspection**

*The Mecklenburg County Fire Marshal's Office must be notified in advance to schedule an on-site trade show/exhibit inspection.*

*The inspection is required to be completed before the start of the trade show/exhibit.*

*Any fire code violations are required to be corrected before issuance of trade show/exhibit temporary occupancy placard.*

Fire Code Official: \_\_\_\_\_  
Title: \_\_\_\_\_

☐ Approved ☐ Disapproved ☐ Temporary Occupancy Placard Issued Approved Occupancy Load: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Public Posting of Trade Show/Exhibit Permit and Issued Temporary Occupancy Placard is required.**

Contact the Mecklenburg County Fire Marshal's Office at (704) 336-2154 for questions and to schedule an inspection.

Permits can be sent by mail to 700 North Tryon Street, Charlotte, NC 28202, ATTN: FIRE MARSHAL'S OFFICE

Permits can be sent by email to [melissa.burgess@mecklenburgcountync.gov](mailto:melissa.burgess@mecklenburgcountync.gov).