

New York State Office of Parks,
Recreation & Historic Preservation
P.O. Box 247
Babylon, New York 11702

Permit No. _____

APPLICATION FOR
TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED
MEMBRANE STRUCTURES - NYS 2401.2 CHAPTER 64-9C-P
APPLICATION REQUIRED AT LEAST 14 DAYS PRIOR TO EVENT DATE

- 1 Type of Event: ___ Retail Tent Sale ___ Outdoor Assembly (other than those subject to Chap. 90)
- 2 Event Location _____
Street Address: _____
P.O. Address: _____
- 3 Person in charge of event and to whom notices under the Town ordinance shall be addressed and mailed:
Name: _____ Telephone No. _____
Official Title: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
- 4 Company supplying tent: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
- 5 Tent Dimensions: _____ Total Square Footage: _____
**Tent must have certificate of flame resistance*
- 6 Date tent is to be erected: _____
- 7 Date tent is to be removed: _____
- 8 Attach copy of insurance (\$1,000,000 liability)
- 9 **Attach site map, utility mark-out is required for tents erected with tent stakes.**

State of New York - Parks Dept.

Signed by Applicant (see No. 2 above)

Instructions: This permit shall be conspicuously placed by person in charge.

___ APPROVED - Date: _____ ___ DISAPPROVED - Date: _____

Signature: _____

Code Official

Code Official

Applicant

Attorney

Police Department

New York State Parks and Recreation Guideline Instruction for the Installation of Tent, Canopy and other Membrane Structures

Use period: limits use period to not exceed 180 days in a 12 month period

- The tent, canopy or membrane structure is to be installed by noon on the Friday before any weekend event or (24) hours prior to any weekday event to allow adequate time for inspection.
- A certificate of insurance for the event must be submitted along with the permit application.
- Permittee may be billed for any staffing costs incurred for tent inspections.
- All applications are to be received (14) days prior to the event.
- All Tent, Canopy or Membrane Structures intended for seating or assemble use by (50) or more, requires a floor plan submission. Floor plans must include a seating layout with location of emergency exits and fire extinguishers.
- A certificate of flammability rating for the tent, canopy or membrane structure material must be submitted prior to installation demonstrating compliance with N.F.P.A.701.
- Installers must confirm underground utilities prior to start of installation. (Dig Safe N.Y. 800-962-7962)
- All electrical enclosures and equipment must be rated and clearly marked for outdoor use.
- No smoking signs are to be placed in conspicuous locations throughout the assembly area.
- Occupancy limit signs, where required, are to be posted in conspicuous locations.
- No cooking or open flame activity is to take place within any tent, canopy or membrane structure.
- Anchorage requirements: All structures shall be adequately roped braced and anchored in accordance with manufacturer's specifications to withstand the elements of weather and to prevent against collapsing.
- Always make sure that the structures maintain 20 foot minimum access lane to all for any emergency response apparatus.
- Open or exposed flame shall not be permitted within 20 feet of any structure used for public occupancy. (No candles on the tables)
- Generators and all combustion equipment are to be located no less than 20 feet from any public assemble structure.
- Portable fire extinguishers are to be hung in conspicuous, readily accessible locations that are no more than 75 feet apart located in the normal path of travel and identified by signage. (At entrance and exits preferred)

I have read the Office of Parks requirements and will adhere to all listed regulations.

Signature _____ Date _____

**Guideline instructions for all
New York State Parks and Recreation Tent, Canopy and or any
Temporary structure installation instructions.**

**Use period: limits use period to not more then 180 days in a 12
month period**

- N.Y.S. Fire code 2406.6 no cooking with open flame or charcoal with in twenty feet of structure
- N.Y.S. Fire code 2406.5 post no smoking signs in conspicuous locations

- All applications must be submitted at least 14 days prior to event
- A certificate of insurance must be submitted for the event
- A certificate of fire rating of must be submitted
- If the tent or structure is more than 200 square feet or the canopy is in excess of 400 square feet and is to be used for seating, a floor plan of the seating arrangements is to be filed with the engineering department prior to approval of installation.
- No cooking is to take place under any temporary shelter.
- Make sure there are no underground utilities in the area.
- Anchorage requirements: tents shall be adequately roped braced and anchored to withstand the elements of weather and to prevent against collapsing.
- Always make sure that the tent or structure location will not impede any emergency response apparatus to and from the area.
- A installation plan must be submitted to Park Manager prior to installation
- Certificate of occupancy signs must be posted in conspicuous locations