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To: All Park Managers, Tent Vendors and Special Event Operators

In an effort to insure that all events are operated in a safe and lawful manner, the following guidelines are here set forth for your reference prior to and during the set up of the event.

The enclosed Department of Parks & Recreation Procedures, Fire Code of New York State Chapter 24 Tents and Other Membrane Structures and NFPA 102(Temporary Membrane Structures/ Tents) are currently in effect. You will note that all Tents that exceed 500 square feet in area must have a special permit. If the Tent is in excess of 1500 square feet it must be inspected by a NYS licensed Architect or Engineer who must submit an affidavit attesting to its ability to withstand certain wind loads. (NFPA 102 Chapter 8.2)

NFPA 102 Chapter 15 clearly requires that all electrical enclosures and equipment must be listed by a nationally recognized test agency for outdoor use. Therefore any electrical system used shall be comprised of listed weather tight enclosures and connectors. Any field assembly arrangements of listed weather tight enclosures connectors all components must be approved for outdoor use.

It is our sincere hope that this advanced notice will allow you to be in compliance with all State and Local Laws for your event.

A Fire & Safety inspection will be conducted prior to the event and periodic inspections may be conducted during the period of operation to ensure Public Safety and Code Compliance.

New York State Parks and Recreation Guideline instruction for the installation of Tent, Canopy and or any Temporary structure

Some of the procedures listed below are form New York State Fire Code Chapter 24 Tent and other membrane structures and N.F.P.A. 102 Temporary Membrane Structures and Tents

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

New York State Parks and Recreation requirements

- The tent, canopy or temporary structure is to be installed by noon the Friday before the event if the event will be taking place on a weekend to insure time for an inspection.
- All applications are to be received at least 14 days prior to the event
- A installation plan is to submitted to the Park Manager prior to installation installation plan is to consist of but not limited to structure location on site, stake and support layout, structures exits, fire extinguisher locations if applicable
- All electrical enclosures and equipment must be rated and clearly marked for out door use
- A certificate of insurance for the event is to be submitted along with the application for the event
- A certificate of flammability rating for the material is to be submitted prior to installation to insure the structure is in compliance with N.F.P.A. 701
- 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 prior to approval of installation.
- Occupancy signs are to be posted in conspicuous locations
- No cooking is to take place under any temporary shelter that is to be used for public assembly.
- Before installations 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.
- No smoking shall be permitted. Suitable signs are to be placed in conspicuous locations.
- Open or exposed flame shall not be permitted inside or located within 20 feet of tent

Park representative responsible to over see installation _____ Date _____

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 Name of Sponsor: _____
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)

**EMAIL TENT PERMIT APPLICATION NO LATER THAN JULY 12, 2019 TO:
Ronald.Craig@parks.ny.gov**

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

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

Signature:

Code Official

Code Official

Applicant

Attorney

Police Department