



**Parks, Recreation  
and Historic Preservation**

Permit No. \_\_\_\_\_

**APPLICATION FOR  
TEMPORARY TENTS AND OTHER MEMBRANE STRUCTURES – FIRE CODE CHAPTER 31**

**\*ALL APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT\***

1. Type of Event \_\_\_\_\_ Retail Tent Sale \_\_\_\_\_ Outdoor Assembly
2. Name Of Applicant \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_
3. Person in charge of event:  
Name: \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_  
Official Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
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 (Acord Form)
9. Attach site map, utility mark-out as required for tents erected with tent stakes.
10. Do you have an approved Group Use or Park Use permit? \_\_\_\_\_

State of New York- Parks Dept.

\_\_\_\_\_  
Signed by Applicant (see No.2 above)

**EMAIL TENT PERMIT APPLICATION NO LATER THAN JULY 13, 2020 TO:  
Ronald.Craig@parks.ny.gov**

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

\_\_\_\_ Approval Date: \_\_\_\_\_ Disapproved Date: \_\_\_\_\_

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

Code Enforcement Official

# 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 from 2015 International Fire Code Chapter 31 “Tent and other Membrane Structures” and N.F.P.A. 102

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

## New York State Parks and Recreation requirements:

- The tent, canopy or temporary membrane structure is to be installed by noon the Friday before the event to insure time for inspection.
- All applications are to be received at least 14 days prior to the event.
- Exit signs shall be installed at required exit doorways.
- An installation site plan is to be submitted to the Park Manager prior to installation and is to consist of but not limited to, structures location on site, stake and support layout, exiting and fire extinguisher locations.
- All electrical enclosures and equipment must be rated and clearly marked for outdoor use.
- A certificate of insurance for the tent or membrane structure installed is to be submitted along with the application for the tent permit.
- 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 400 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 when required are to be posted in conspicuous locations inside of the tent or membrane structure.
- No cooking is to take place within 20 feet of a tent or membrane structure 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 structure.
- 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 or membrane structures.

Representative responsible to oversee installation \_\_\_\_\_ Date \_\_\_\_\_

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Thomas J Campanaro  
Fire & Safety Inspector  
(631) 321-3536 Cell (631) 514-9133

Scott Fish  
Professional Engineer  
(631) 321-3544

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.