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KATHY HOCHUL Governor ERIK KULLESEID
Commissioner

Guideline Instruction for the Installation of Tent, Canopy and or any Temporary Structure

Some of the procedures listed below are from 2020 International Fire Code Chapter 31 "Tent and other Membrane Structures" and N.F.P.A. 102

Use period: Not to 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 on **July 25** to insure time for inspection.
- All applications are to be received no later than **July 7**, **2023**.
- 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 be limited to: structure's 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 installer 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 ensure 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
Submit completed tent permit application by	July 7, 2023 to:
LIEngineering@parks.ny.gov	



Parks, Recreation and Historic Preservation

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KATHY HOCHUL	ERIK KULLESEID
Governor	Commissioner

Tent Permit No.	Te	nt F	Permit	No.	
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APPLICATION FOR TEMPORARY TENTS AND OTHER MEMBRANE STRUCTURES – FIRE CODE CHAPTER 31 *ALL APPLICATIONS MUST BE SUBMITTED 14 BUSINESS DAYS PRIOR TO EVENT*

1.	Date of submitting tent application		
2.	Attach approved Group Use or Park Use permit?	Permit No	
3.	Type of Event: Retail Tent Sale	Outdoor Asseml	bly
4.	Name of Applicant:	Tel	ephone No. ()
	Event Location:		
	Mailing Address (if different):		
5.	Person in charge of event:		
	Name:	Teld	ephone No. ()
	Official Title:	Organization:	
	Mailing address		
	City:	State:	Zip Code:
6.	Company supplying tent:	Telepho	ne No. ()
	Address:		
	City:	State:	Zip Code:
7.	Tent Dimensions:	Total Square	Footage:
8.	Date tent is to be erected:	Date tent is to be r	emoved:
9.	Attach copy of insurance (Acord Form)		
10.	Attach Guideline Instruction Sheet signed and re	turned	
11.	Attach site map, utility mark-out as required for t	ents erected with to	ent stakes
		Sig	ned by Applicant (see No. 4 above)
		.	
-	Approval Date:	Signature:	Code Enforcement Official
_	Disapproved Date:		



Parks, Recreation and Historic Preservation

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KATHY HOCHUL

ERIK KULLESEID

Governor

Commissioner

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ESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS he People of the State of New York, the New York State Office of Parks, Recreation and Historic Preservation, the Long tate Park, Recreation and Historic Preservation Commission, their commissioners, officers, agents and employees are amed as additional insured.	
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LONG ISLAND REGION N.Y.S. OFFICE OF PARKS RECREATION & HISTORIC PRESERVATION BELMONT LAKE STATE PARK SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL SUCH NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT F MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KINE COMPANY, ITS AGENTS OR REPRESENTATIVES.	
P.O. BOX 247 BABYLON, NY 11702-0247 Authorized representative	IL 30 DA