



DCC 301 - Tent Construction Approval Form

Date Received: _____

SECTION 1 Applicant Info		Tent Erection Contractor or Vendor	
Name:		Name:	
Address:		Address:	
Address(cont.):		Address(cont.):	
Phone:		Phone:	
Email:		Email:	

SECTION 2
 Park or Historic Site Name: _____ Proposed Date(s): _____
 Location of Proposed Tent: _____
 Tent Length, Width, and Height (LxWxH): _____ Total Square Footage: _____
 Occupant Load: Standing Room Only (Square Footage ÷ 5) = _____ Max Occupants
(SELECT ONE) Chairs Only (Square Footage ÷ 7) = _____ Max Occupants
 Tables and Chairs (Square Footage ÷ 15) = _____ Max Occupants
 This tent will contain the following: Electrical Mechanical Heating Cooking Elements

SECTION 3 *(For occupancy loads of 50 or more persons)*
 Provide construction documents detailing the following information: *(2025 FCNYS – Chapter 31)*

1. Site map and floor plan of tent *(Include dimensions, arrangement of tables, chairs, or other fixtures)*
2. Separation distance from any lot lines, buildings, parked vehicles, engines, or generators
3. Means of Egress *(Include location of all exits, aisle widths, illuminated exit signs, doors, and exit coverings)*
4. Location and type of heating, mechanical, and electrical equipment
5. Locations of fire extinguishers or other fire protection equipment
6. Type and location of anchorage points and analysis of structural stability
7. Flame propagation treatment certificates

SECTION 4 *Utility mark-outs must be performed prior to tent construction.*
 Have utility mark-outs been completed? Yes No

You must notify the Park Office at least 15 business days in advance of the proposed event date.

-----**For Office Use Only**-----

Park Office Approval	
Event Info Approved by Park Staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By: _____

CEO:	Permit #	Approved	Approval Date:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	