Building Permit Application For The Temporary Installation Of A Tent/Canopy/Awning

If you are installing a temporary tent or membrane structure exceeding 400sf you may require a permit as required by Chapter 31 of the International Fire Code.

Please answer the following questions to determine if a permit is necessary:

- Will your tent be closed on one or more sides? Yes/No
- Will your tent/tents exceed 700sf in area? Yes/No
- Will your tent be less than 12 feet* from another structure (building, tent, etc.)? Yes/No

(*For the purposes of determining required distances, support ropes, and guy-wires shall be considered as part of the tent or other membrane structure.)

If you answered yes to any of these questions, a permit is required.

APPLICATION REQUIREMENTS

- Provide 2 completed applications, signed and notarized
- Provide 2 surveys with setbacks and distance to all structures/parking and walkways
- Provide 2 sets of plans** include flame spread ratings
- Provide dates and approximate time tent(s) will be used
- Provide Insurance; Worker’s Compensation, Disability and Liability for all contractors
- Fee of $200.00

“TEMPORARY TENT/CANOPY/AWNING APPLICATION” Is hereby made by the undersigned for a permit, required by Chapter 31 of the NYS Fire Code for the temporary installation of a tent/canopy/awning.

Today's Date: ____________

#1 TENT/CANOPY/AWNING (circle one)

Size: ________ How many: ________ Material: ________________________________

#2 TENT/CANOPY/AWNING (circle one)

Size: ________ How many: ________ Material: ________________________________

WILL THE FOLLOWING BE PROVIDED?

<table>
<thead>
<tr>
<th>Side panels:</th>
<th>Y □ N □</th>
<th>Cooking equipment:</th>
<th>Y □ N □</th>
<th>Electrical lighting/outlets:</th>
<th>Y □ N □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating equipment:</td>
<td>Y □ N □</td>
<td>Cooking equipment:</td>
<td>Y □ N □</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LOCATION OF TENT INSTALLATION:
ADDRESS: ____________________________________________________________

TAX MAP #: __________________________________________________________

PROPERTY OWNER:
Name________________________ Address______________________________

Email_______________________ Phone______________________________

TENANT/BUSINESS (if not property owner):
Name________________________ Address______________________________

Email_______________________ Phone______________________________

CONTRACTOR:
Name________________________ Address______________________________

Email_______________________ Phone______________________________

DATE OF INSTALLATION: ________________ DATE & TIME TENT TO BE USED: ________________

AMOUNT OF PEOPLE EXPECTED IN TENT AREA: ______________________________

CONTACT PERSON: __________________________________ PHONE#__________________

AFFIDAVIT
I __________________________ as the __________________ being duly sworn depose and state that to

(Print name) (Owner, Owner’s Agent, Architect, Contractor)

The best of my knowledge and belief the statements contained in this application together with the plans and specifications submitted are a true and complete statement of all proposed work to be done on the described premises as it has been approved by the Inc. Village of Port Jefferson and that all provisions of the Zoning and Building Ordinance and the State Building Code and all other laws pertaining to the proposed work shall be complied with, and that such work is authorized by the owner

Signature________________________________________________________(Owner, Owner’s Agent, Architect, Contractor)

Sworn to before me this: ______________

____ Day of_____________ 20____

____________________________________(Notary Public, New York)

Notary Stamp

Fire Marshal Sign:______________________________
Comments:______________________________
Inspection date_______ Passed______ Failed_____

Permitted Occupancy___________

Permit may be revoked at any time at the Fire Marshal’s discretion.
New York State Fire Code: https://www.dos.ny.gov/dcea/laws_regs.html