

Village of East Hampton

Department of Code Enforcement
1 Cedar St.
East Hampton N.Y. 11937
(631) 324-0763 Fax (631) 324-0166

APPLICATION FOR TENT PERMIT

Permit fee \$100 – Payable to the Incorporated Village of East Hampton

PLEASE TYPE OR PRINT & SUBMIT 2 WEEKS PRIOR TO PROPOSED EVENT

Tents shall not be erected for more than 21 days in any one calendar year

Tents are not permitted in the core commercial, commercial district or manufacturing district (zones).

1 Proposed Tent Use: Benefit [] Wedding [] Fund Raiser [] Anniversary []
Birthday [] Graduation [] Other [] _____

2 Supplier of Tent _____

2a Mailing address _____

2b Phone# _____ Fax# _____

3 Owner of Site _____ Phone # _____

3b Mailing Address of Owner _____

4 Proposed Tent Site _____

5 Date Erected _____ Use Date _____ Date Removed _____

6 Number and size of Tent _____ Color _____

7 Label. Temporary membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

8 Time of operation Day [] Night [] Both []

9 Will electric be provided Yes [] No []

10 Will there be a generator Yes [] No []

11 Will there be side panels for the tent Yes [] No []

12 Will any tent be on a platform Yes [] No []

Tents that are on an elevated platform must have an architect or an engineer stamp to as to the structure stability of the platform and hand rails must be provided.

14 If this event will have more than 50 people attending you must have a mass assemblage permit available at village hall. (Also if more than 50 an interior drawing indicating seating and exits arrangements)

Please Note: The New York State Fire Code Has Changed

Tent(s) and use of same shall be in conformity with the Fire Code of New York State.

A) Tents erected must comply with NFPA102

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- B) Smoking.** Smoking shall not be permitted in tents or air supported structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with §F310.
- C)** Tents shall not be installed in driveways so as to block access to property by emergency equipment.
- D) Fire break.** An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, air supported, air-inflated or tensioned membrane structures.
- E) Vegetation removal.** Combustible vegetation shall be removed from the area occupied by a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy and from areas within 30 feet (9144 mm) of such structures.
- F) Generators** and other internal combustion power sources shall be separated from tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.
- G) Exit openings.** Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:
1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches (2032 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
 2. Curtains shall be of a color, or colors, that contrasts with the color of the tent.
- H) Fire apparatus** access roads are provided in accordance with §F503.for non-residential property.
- I) Combustible materials** for decorative purposes are not permitted unless approved flame-resistant documentation and/or tests will be required as deemed appropriate
- J) Open flame devices are not permitted inside or within 20 feet of tent.**
- K) Portable fire extinguisher** (minimum 2A: 10B:C rating) shall be provided in tents as required

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L) Cooking tents. Tents where cooking is performed shall be separated from other tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies by a minimum of 20 feet (6096 mm).

M) Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy.

N) Electrical wiring & equipment shall conform to the National Electrical Code (NFPA 70).

O) Location of containers. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, air-supported, air-inflated or tensioned membrane structure, or canopy.

P) Containers 500 gallons or less. Portable LP-gas containers of 500 gallons (1893 L) or less capacity shall have a minimum separation between the container and structure not less than 10 feet (3048 mm).

Q) Tent permits must be conspicuously posted from date of tent setup to its removal.

Notice: Signature below indicates that individual named will guarantee the above conditions will be directly communicated to those persons that will supply materials to decorate and or furnish the above tent(s), along with any other persons that will supply utilities to the site and tent (including site owner/renter and organizer of the event).

The Code Enforcement Officer is authorized to enter on to the premises covered by this permit to ascertain compliance with applicable laws, regulations and codes or any condition of permit approval.

Date

Signature of Applicant

Application: Approved [] Denied []
Holding for more information []

Print Name of Applicant