

Town Hall Annex
54375 Main Road
P. O. Box 1179
Southold, NY 11971-0959



Telephone (631)765-1802
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**BUILDING DEPARTMENT
TOWN OF SOUTHOLD
APPLICATION FOR A TENT PERMIT**

FEE: \$50.00/TENT

DATE: _____ SCTM #1000- _____ - _____

SUPPLIER OF TENT: _____

ADDRESS: _____ PHONE NO. _____

PROPOSED TENT USE: _____ SIDES: () YES () NO

DATE ERECTED: _____ USED: _____ REMOVED: _____

SIZE OF TENT / COLOR (NEW APPLICATION REQUIRED FOR EACH TENT): _____

FLAME RETARDANT CERTIFICATE: () - INCLUDED () - ON TENT

TENT LOCATION: _____

OWNER OF SITE: _____

TELEPHONE NUMBER AT SITE: _____

MAILING ADDRESS OF CLIENT: _____

SPECIAL EVENTS PERMIT: NO YES - PERMIT # _____

OFFICIAL USE ONLY

THIS PERMIT IS VALID FOR _____ DAYS FROM THE DATE ERECTED.

() - APPROVED

() - DISAPPROVED

BUILDING INSPECTOR

DATE

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BUILDING DEPARTMENT TOWN OF SOUTHOLD

TENT PERMIT GUIDELINES

NO TENT SHALL BE ERECTED ON COMMERCIAL PROPERTY IN THE TOWN OF SOUTHOLD UNLESS A PERMIT IS ISSUED BY THE BUILDING DEPARTMENT. TENTS MAY BE ERECTED FOR SPECIAL EVENTS OR FOR TEMPORARY ACTIVITIES THAT REQUIRE PROTECTION FROM ELEMENTS. THE FOLLOWING GUIDELINES SHALL GOVERN THE ISSUANCE OF TENT PERMITS AND THE USE OF TENTS IN THE TOWN OF SOUTHOLD:

- 1) A tent permit shall not be issued for the erection of a tent on any parcel that has an open building permit or is the subject of a pending site plan review.
- 2) A tent permit shall not be issued to any business that is operating in violation of Town Code or has any pending code violations.
- 3) Tents may only be used for the purpose stated in the permit (protection from rain, etc).
- 4) The issuance of a tent permit does not authorize the applicant to conduct any activity that is not a permitted use of the property in accordance with the Town Code and approved site plan for the premises.
- 5) A tent permit does not authorize the applicant to have a special event on the site that is not duly authorized by a special event permit issued pursuant to Section 205 of the Town Code.
- 6) All tents shall be erected in compliance with Chapter 24 of the Fire Code of the State of New York.
- 7) All tents shall be subject to an inspection and approval by an inspector from the Building Department prior to the event for which the tent is to be used. The inspection shall be scheduled through the Building Department during regular business hours. The Inspection shall confirm that the tent is compliant with all requirements of the Building Code of the State of New York including but not limited to the following:

- a. Proper exiting provisions to a public way.
 - b. Tents over 200 square feet or canopies over 400 square feet shall be made of flame-resistive materials. A certificate attesting to the fact shall be available on site for inspection.
 - c. All electrical supply shall be ground fault interrupted (GFI) at the source.
 - d. Tent stakes shall be capped or covered in such way to present no hazard to the public.
 - e. No cooking shall be conducted under the public assembly tent.
 - f. All exiting aisles shall be maintained at a minimum of six (6) feet wide.
 - g. If the event under the tent is conducted after dark, illuminated exit signs and emergency exit lighting shall be provided. The lighting shall be on a separate circuit.
 - h. Guy ropes shall not pass through exit paths unless maintained more than seven (7) feet above grade. Tent stakes shall not be in exit paths.
 - i. Fire extinguishers in the proper number shall be provided according to the State Code and Code Enforcement Official.
- 8) A permit is required from the State of New York for tents with an occupancy of 300 or more unless owned, leased, or operated by a bona fide religious, charitable, educational, fraternal, service, veteran, or volunteer fire organization.
- 9) Tents should be removed as promptly as possible after the event is concluded.
- 10) The duration of a tent permit shall be determined by the Building Department depending on the circumstances with a maximum duration of 30 days.
- 11) A tent permit may be revoked at any time by the Building Department or the Code Enforcement Officer if it is determined that the tent is in violation of any of the foregoing guidelines.