



TOWN OF SOUTHOLD – FIRE MARSHAL

Town Hall Annex 54375 Main Road P. O. Box 1179 Southold, NY 11971-0959
Telephone (631) 765-1802 Fax (631) 765-9502 <https://www.southoldtownny.gov>

Tent Permit Application

Fee: \$50

For Office Use Only

Special Events Permit? N/A Yes –Permit # _____

Permit: Approved Disapproved Valid for: _____ days.

Date Received

Applications and forms must be filled out in their entirety. A new application is required for each tent.

Date:

EVENT LOCATION INFORMATION:

Address:

Tax Map # 1000-

City:

Zip:

Event Organizer Name:

Phone #:

Date of Installation:

Date of Event:

Date of Removal:

Dimensions:

Sides/Drops: Yes No

of Persons Attending:

Proposed tent use:

APPLICANT'S INFORMATION (check one): TENT CONTRACTOR EVENT ORGANIZER

Name:

Mailing Address:

Phone #:

Email:

TENT CONTRACTOR INFORMATION (to be filled out if applicant is not the tent contractor):

Name:

Phone:

INDICATE ANY EQUIPMENT TO BE USED, CHECK ALL THAT APPLY:

Generator

Electrical Lighting

Heating Equipment

LPG

Illuminated Exit Signs
(Required if occupant
load is 50 or more)

Portable Fire
Extinguisher(s)
(Required)

Cooking Equipment – There shall be **NO OPEN FLAME COOKING** under a tent being used for assembly.

PLEASE PROVIDE THE FOLLOWING ITEMS WITH THIS APPLICATION:

1. A Certificate of Workers' Compensation And Liability Insurance Form
2. A Certification of Flame Resistance for the tent membrane, sidewalls, bunting and combustible decorations.
3. Site plan showing location of tent in relation to buildings, lot lines, equipment, etc.
4. Floor plan showing the location and number of exits, seating capacity and arrangement, location of all heat and/or electrical equipment. (For tents with and occupant load of 50 or above)
5. Application Fee - \$50. Checks payable to Town of Southold.

TENT & MEMBRANE STRUCTURE APPLICATION PROCEDURE, RULES AND REGULATIONS:

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 31 of the Fire Code of the State of New York.
- 7) **Application and Plan Submission: The following items shall be submitted prior to the erection of the structure. Missing information could cause a delay or rejection of the permit submission.**
 - a. **Tent Permit Application**
 - b. **Applicable Fee of \$50**
 - c. **Diagram showing the following:**
 - i. **Location of the tent on the property in relation to property lines, structures, etc.**
 - ii. **Floor plan showing seating, tables, aisle widths, exiting, etc.**
 - iii. **Any heating equipment, electrical equipment, stages, dance floors, etc.**
 - d. **Certificate of Flame Resistance complying with the requirements of Chapter 31, Section 3104.2 of the Fire Code of New York State (2020).**
- 8) All tents shall be subject to an inspection and approval by a Code Enforcement Officer 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.
- 9) 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.
- 10) Tents should be removed as promptly as possible after the event is concluded.
- 11) The duration of a tent permit shall be determined by the Building Department depending on the circumstances with a maximum duration of 30 days.
- 12) 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.