



Town of Southampton
18 Jackson Avenue
Hampton Bays, NY 11946
DIVISION OF FIRE PREVENTION
Telephone 631 702-2919
Fax 631 728-3688

CHERYL KRAFT
Chief Fire Marshal
631-702-2920

APPLICATION for a TENT PERMIT is hereby made by the undersigned as required by section 164-5 of the Code of the Town of Southampton:

Size of Tent (s): 1st 2nd 3rd 4th 5th

Less than 200 sq ft (No Charge): 1st 2nd 3rd 4th

Generator: Yes / No Side Panels: Yes / No Electrical Lighting: Yes / No Heating Equipment: Yes / No LPG: Yes / No
(Additional Permit will be required temporary LPG)

Flame Retardant Certificates and Proof of Workers Compensation Compliance must be submitted with application, unless on file

*NOTE: This permit is for the use of a tent as described. This permit is independent of zoning regulations and is not intended to infer that the use of a tent is permitted use under zoning regulations. Additional permits may be required for special events

APPLICANT: E-MAIL:

TENT COMPANY/ORGANIZATION/OWNER:

LOCATION OF EVENT:

OWNER OF THIS LOCATION: PHONE:

(*If applicant is not the property owner, attach a letter, lease or other form of proof allowing tent to be placed on property.)

ACTIVITY PLANNED: DATE OF EVENT:

DATE(s) & APPROXIMATE TIME TENT(S) IS TO ERRECTED: REMOVED:

TOTAL OCCUPANCY LOAD #: (Including Staff) SIGNATURE:

Tents 15,000 sq ft or greater requires a stamped engineer's drawing

Residential Fees: First Tent Less than 1,000 sq ft \$ 45.00 / 1,000 to < 5,000 sq ft for first tent \$150.00 / 5,000 to <10,000 sq ft \$250.00 for first tent /10,000 to <15,000 sq ft \$400.00 / 15,000 to <50,000 sq ft - \$500.00 / 50,000 sq ft and greater \$1,000.00

Each additional tent less than 1,000 sq ft \$60.00/1,000 to <10,000 sq ft \$75.00/10,000 sq ft and greater \$250.00
***** Less than 200 sq. ft - No Charge (but please note size, show location and drawing if applicable)*****

Late Fee is charged after 4 PM on the working day two days prior to the event. For weekend events the fee will be charged after 4PM on Wednesday prior to the event. The late fee is based on the size of the largest tent to be erected.

- Tents less than 10,000 sq ft \$35.00/10,000 sq ft or greater \$100.00

Commercial Fees: First tent less than 1,000 sq ft \$250.00 / 1,000 to <5,000 sq ft for first tent \$275.00 5,000 to <10,000 sq ft \$300.00 for first tent / 10,000 to <15,000 sq ft or greater \$400.00 15,000 sq ft to <50,000 sq ft \$500.00 / 50,000 sq ft and greater \$1,000.00

Each additional tent less than 1,000 sq ft \$75.00/1,000 to <10,000 sq ft \$100.00/10,000 sq ft and greater \$250.00
***** Less than 200 sq. ft - No Charge (but please note size, location and drawing if applicable)*****

Late Fee is charged after 4 PM on the working day two days prior to the event. For weekend events the fee will be charged after 4PM on Wednesday prior to the event. The late fee is based on the size of the largest tent to be erected.

- Tents less than 10,000 sq ft \$35.00/10,000 sq ft or greater \$100.00

MAKE CHECK PAYABLE TO: TOWN OF SOUTHAMPTON

*** OFFICE USE ONLY ***

Form with fields for Tax Map #, Check/Cash, Late Fee, Permit#, Receipt#, Fee: Residential, Commercial, Chief Fire Marshal, Date, and checkboxes for Flame Retardant Cert, Workman's Comp, Owners Permission Required, and () Approved () Denied/Reason.

1. Tent(s) and canopies shall be erected and used in conformity with the NYS Uniform Fire Prevention and Building Code.
2. Tent(s) and canopies shall be flame resistant. Prior to erection certificates of flame spread rating shall be on file with the Fire Marshall's Office and a current affidavit attesting to the fact that these documents represent all fabrics in use by this company. In addition, they shall have permanently sewn into each panel or piece making up the tent or canopy an acceptable label attesting to such.
3. Exits shall be clearly marked and illuminated and open to a free and clear area. The number and size of the exits shall be appropriate to the occupant load.
4. Tent(s) and canopies shall not be installed in driveways or any locations that would block access to property and other structures by emergency vehicles.
5. Combustible vegetation shall be removed from the area occupied by the tent(s) or canopies and from areas within thirty feet of such structure.
6. Open flame devices, including candles and cooking devices, are **NOT** permitted inside or within twenty feet of the tent(s) or canopies while such structure is occupied unless there is prior approval from the Fire Marshal's office. Equipment or candles that the organizer, decorator or caterer may believe to be suitable must be submitted to this office for approval at least 48 hours in advance.
7. Combustible materials for decorative purposes are **NOT** permitted. All decorations shall be composed of flame resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame spread resistance as determined in accordance with NPFA 701 and such flame resistance shall be effective for the period specified by the permit.
8. Portable fire extinguishers (minimum rating of 2A40BC) shall be provided and installed immediately following installation.
9. All electrical wiring and equipment shall be installed and maintained in accordance with the National Electrical Code.
10. Guide wires, stakes and any other support equipment adjacent to or in the path of exit travel must be effectively enclosed, capped or guarded.
11. There is **NO SMOKING** under the tent(s).
12. There is **NO COOKING** under the assembly tent(s). All tents used for cooking are compliant with Chapter 24 of the Fire Code of New York State.
13. If in excess of two hundred seats are provided, they shall be fastened together in groups of not less than three.
14. The Fire Marshal or designee is hereby authorized to enter on to the premises indicated on this permit to ascertain compliance with applicable laws and conditions of the permit.
15. Street number must be included on location of event and posted so as to be not less than 4" inches in height and clearly visible from the roadway.
16. As per Section 57 and Section 200 of the NYS Workers' Compensation Law, Section 57 and Section 220 of the New York State Workers' Compensation Law and Section 125 of the General Municipal Law effectively immediately we will be requiring that either a valid certificate proving compliance be on file or that one be submitted with the application.
17. For your convince we have attached applicable New York State Fire Codes, please make sure your clinics are aware of these Fire Codes

New York State Fire Codes - Tents

- 404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:
1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, here approved, by selected floors or areas only.
 2. Procedures for employees who must remain to operate critical equipment before evacuating.
 3. Procedures for accounting for employees and occupants after evacuation has been completed.
 4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
 5. The preferred and any alternative means of notifying occupants of a fire or emergency.
 6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
 7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
 8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
- 404.3.2 Fire Safety plans. Fire safety plans shall include the following:
1. The procedure for reporting a fire or other emergency.
 2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
 3. Site plans indicating the following:
 - 3.1. The occupancy assembly point.
 - 3.2. The locations of fire hydrants.
 - 3.3. The normal routes of fire department vehicles access.
 4. Floor plans identifying the locations of the following:
 - 4.1. Exits
 - 4.2. Primary evacuation routes.
 - 4.3. Secondary evacuation routes.
 - 4.4. Accessible egress routes.
 - 4.5. Areas or refuge.
 - 4.6. Manual fire alarm boxes.
 - 4.7. Portable fire extinguishers.
 - 4.8. Occupant-use hose stations.
 - 4.9. Fire alarm enunciators and controls.
 5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
 6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
 7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
- 408.2.1 Seating plan. The fire safety and evacuation plans for assembly occupancies shall include the information required by Section 404.3 and a detailed seating plan, occupant load, and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit access ways remain unobstructed.
- 2403.6 Construction documents. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
- 2403.12.2 Number. Tents, canopies or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by Table 2403.12.2. The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches (5 mm) per person.

**TABLE 2403.12.2 MINIMUM NUMBER OF MEANS OF EGRESS AND
MEANS OF EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES,
TENTS AND CANOPIES**

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS(inches) Tent or Canopy	MINIMUM WIDTH OF EACH MEANS OF EGRESS Membrane Structure
10 to 99	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000a	7	120	96

For SI: 1inch = 25.4 mm

When an occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.