

# TENT PERMIT APPLICATION

*Office Use Only*  
PERMIT NO. \_\_\_\_\_

**CODE ENFORCEMENT OFFICE**  
6 SOUTH PARK STREET  
CLYDE, NY 14433

*Office Use Only*  
PERMIT FEE: \$ 50.00 \_\_\_\_\_

**(315) 923-3971 (Village of Clyde)**

**(315) 923-7259 (Town of Galen)**

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IMPORTANT INFORMATION: This is an application for a permit to install a tent over 200 square feet in area, or a canopy in excess of 400 square feet in area. **Important information can be found on Page 2.**

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**PROPERTY LOCATION:** \_\_\_\_\_  
(Street Address)

**BUSINESS / TENANT NAME:** \_\_\_\_\_

**PURPOSE(S) FOR WHICH TENT(S) WILL BE USED:** \_\_\_\_\_

**SUPPLIER OF TENT:** \_\_\_\_\_

**PROPOSED NUMBER OF OCCUPANTS:** \_\_\_\_\_

**TENT SET-UP DATE:** \_\_\_\_\_ **TENT REMOVAL DATE:** \_\_\_\_\_

**NUMBER OF TENTS LARGER THAN 200 SQUARE FEET<sup>1</sup>:** \_\_\_\_\_

**NUMBER OF CANOPIES LARGER THAN 400 SQUARE FEET<sup>2</sup>:** \_\_\_\_\_

**DIMENSION(S) OF TENT(S):** \_\_\_\_\_

**FLAME RETARDANT CERTIFICATE(S) ATTACHED:**  YES  NO

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## ELECTRICAL

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**Will electrical power be provided to the tents or canopies?**  YES  NO

**If YES, how will electrical power be provided?**

Extension Cord  Temporary Pole  Generator

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## TOILET FACILITIES

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**Toilet facilities will be provided by:**

Use of Existing Building  Temporary Toilets

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<sup>1</sup> A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

<sup>2</sup> A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

## IMPORTANT NOTICE – PLEASE READ

TENT PERMIT SUBMITTALS **SHALL** INCLUDE **ALL** OF THE FOLLOWING BEFORE PLANS WILL BE APPROVED. IN ORDER FOR THE FIELD INSPECTOR TO PERMIT THE EVENT TO OCCUR, **EACH** ITEM SHOWN OR STATED CLEARLY ON THE APPROVED PLANS SHALL BE CONSISTENT WITH THE CONDITION OBSERVED BY THE FIELD INSPECTOR OR THE PERMIT WILL NOT BE APPROVED.

### Submit a full site plan and floor plans to scale denoting:

- a. The area of the tent installation including support ropes.
- b. Fire lanes.
- c. Nearest existing fire hydrant.
- d. Distances to property lines, buildings, other tents, and vehicles.
- e. Location of heating units.
- f. Location of generators and fuel tanks.
- g. Wiring routing on floors, how secured and ramped over.
- h. Floor plan of the tent, including all tables, chairs, aisles, stages, switchboards, buffets, fire extinguishers, exits, exit signs, LP-gas cylinders, and cooking equipment.

THE MAXIMUM TOTAL NUMBER OF DAYS A TENT MAY BE ERECTED AT THIS LOCATION IS 180 DAYS. **THIS PERMIT EXPIRES 30 DAYS FROM DATE OF ISSUANCE.**

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**PROPERTY OWNER (Name, Address, Phone):** \_\_\_\_\_

**APPLICANT (Name, Address, Phone):** \_\_\_\_\_

**CONTRACTOR (Name, Address, Phone):** \_\_\_\_\_

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*I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The undersigned invites representatives of the Village of Clyde and / or Town of Galen to make reasonable inspections and investigation of the subject property during the period of construction. The undersigned understands that the granting of a permit does not authorize violation of any state or local law.*

**APPLICANT SIGNATURE:** **X** \_\_\_\_\_ **DATE:** \_\_\_\_\_

OFFICE USE ONLY

APPROVED BY: \_\_\_\_\_ APPROVAL DATE: \_\_\_\_\_

### Permit Conditions

- 1. Tents, canopies or temporary membrane structures<sup>3</sup> shall not be located within 20 feet of: Lot lines; buildings; other tents, canopies or membrane structures used for cooking or cooking booths; parked vehicles; and internal combustion engines (such as generators).**
- 2. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except for materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit are permitted if kept damp. Combustible vegetation and waste material shall be removed from inside and within 30 feet of structures.**
- 3. Heaters and open flame devices are not allowed inside or within 20 feet of a tent, canopy or membrane structure while open to the public, except as specifically approved by the Code Enforcement Officer. Cooking and heating equipment is not permitted within 10 feet of exits or combustible materials. LP-gas containers shall be located outside, at least 10 feet from the structure.**
- 4. Fireworks are not permitted within 100 feet of tents, canopies or membrane structures.**
- 5. Portable fire extinguishers shall be provided in each tent (min. 10-lb. ABC type).**
- 6. Exit signs shall be provided where exits serve an occupant load of 50 or more persons. Occupant load signs shall be posted as specified by the Code Enforcement Officer.**
- 7. Where the occupant load exceeds 300 persons, an approved emergency lighting system shall be provided.**

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<sup>3</sup> For the purposes of determining required distances, support ropes and guy wires shall be considered part of the temporary membrane structure, tent or canopy.

