



**Parks, Recreation
and Historic Preservation**

**APPLICATION FOR
TEMPORARY TENTS AND OTHER MEMBRANE STRUCTURES – FIRE CODE CHAPTER 31**

ALL APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT

1. Type of Event (check one): Retail Tent Sale Outdoor Assembly
2. Name Of Applicant _____ Telephone No. _____
Address _____
Mailing Address (if different) _____
3. Person in charge of event:
Name: _____ Telephone No. _____
Official Title: _____
Organization: _____
Mailing address _____
City: _____ State: _____ Zip Code: _____
4. Company supplying tent: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
5. Tent Dimensions: _____ Total Square Footage: _____
(Tent must have certificate of flame resistance)
6. Date tent is to be erected: _____
7. Date tent is to be removed: _____
8. Attach copy of insurance (Acord Form)
9. Attach site map, utility mark-out as required for tents erected with tent stakes.
10. Do you have an approved Group Use or Park Use permit? _____

State of New York- Parks Dept.

Signed by Applicant (see No.2 above)

Instructions: This permit shall be conspicuously place by person in charge.

____ Approval Date: _____ Disapproved Date: _____

Signature: _____

Code Enforcement Official