



## Parks, Recreation and Historic Preservation

Finger Lakes Region • 2221 Taughannock Park Road, Trumansburg, NY 14886  
607-387-7041 • www.nysparks.com

**Andrew M. Cuomo**  
Governor

**Rose Harvey**  
Commissioner

**Fred Bonn**  
Regional Director

Dear Applicant,

Enclosed for your use is:

1. An application for an Operating/Occupancy Permit for a Tent or Canopy,
2. A copy of the document "Fire Safety Regulations for Tents and Canopies",
3. A sheet entitled "Typical Tent Sizes and Number of Persons Allowed", and
4. A sheet entitled "Sketch of Tent or Canopy Floor Plan".

Non-camping tents larger than 400 square feet or canopies larger than 700 square feet require a permit for use in a state park facility. **Complete the enclosed application and return it to the park office for processing at least TWO (2) WEEKS PRIOR to your event. You must include the non-flammability certificate for your tent or canopy with your application.**

It is your responsibility to gather the required information from whoever is supplying and/or erecting the tent or canopy. No tents or canopies as described herein shall be erected on state park property without a permit. All tents and canopies require the park manager's permission.

By filling out the application and signing it, you are attesting you have read the "Terms and Conditions" listed on the application and have reviewed the included document "Fire Safety Regulations for Tents and Canopies", and that you agree to fully abide by all lawful requirements that they contain to the best of your knowledge and ability.

Along with the application you must provide:

1. A sketch of the site and floor plans if you have 50 or more persons attending your event.
2. An approved certificate of non-flammability for the tent or canopy.
3. The name, address and phone number of the tent owner.
4. Payment of \$25 for each qualifying tent or canopy you plan to have.

The tent owner or your caterer should be able to assist you with these requirements. It is not up to the park staff to call the owner or caterer and determine this information for you.

### **APPLICATIONS LACKING THIS INFORMATION WILL BE DENIED A PERMIT!**

The cost for submitting each permit application is \$25, payable to NYS OPRHP at the Park Office. **If you have more than one qualifying tent, you need to submit more than one application and fee.** If you have questions contact the park office which is open seven days a week, or the administration office which is open Monday through Friday from 8 a.m. to 3:30 p.m., at 607-387-7041, ext. 124.

Respectfully,

Anthony L. Pecoraro  
Codes Compliance Manager



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**Application to Obtain an Operating/Occupancy Permit for a Tent or Canopy**

Application is hereby made to erect a (*indicate size*) \_\_\_\_\_ tent or canopy which will be used within the boundaries of (*name*) \_\_\_\_\_ State Park.

Each park may limit or not permit the use of tents and canopies within them. Each request is handled on a case by case basis. **Submit this application to the Park Manager or Park Office Staff at least two (2) weeks prior to your event along with the documentation listed below and your payment of \$25 per tent or canopy.** Use one (1) application for each tent or canopy.

Applicant:

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email (*print clearly*) \_\_\_\_\_  
(*Phone numbers and email addresses will not be used for any purpose other than to ask you a question or send you a permit*).

Tent/Canopy Owner or Rental Company:

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email (*print clearly*) \_\_\_\_\_

Proposed Location of Tent/Canopy:

Area within facility \_\_\_\_\_ Event Date \_\_\_\_\_  
Type of Event \_\_\_\_\_ Will alcohol be available? \_\_\_\_\_

Dates:

The tent or canopy is to be erected on \_\_\_\_\_ and disassembled on \_\_\_\_\_  
The number of attendees including workers at this event is expected to be \_\_\_\_\_

**Terms and Conditions:**

1. Shelters in the park must not be available.
2. Park Managers will designate the areas available for tents. **Underground High-Voltage Electric lines run throughout our parks.** For your safety, check with the Park Staff prior to inserting tent pins into the ground.
3. An alcoholic beverage permit will be required if alcoholic beverages are to be available.
4. Limited amplification of music may be allowed with prior approval of the Park Manager.
5. The normal vehicular use fee will be collected at the park entrance for all visitors.
6. It is the Applicant's responsibility to ensure that the tent or canopy has the required signage, fire extinguishers, certificates, etc. as required by the 2015 International Fire Code as amended by the State of New York. **It is not the New York State Office of Parks, Recreation and Historic Preservation's (Parks) staff responsibility to provide such equipment or to contact the rental company for you.**

(Continued)

7. The Applicant assumes all risks related to this permit and shall be solely responsible for any damages, accidents or injuries to persons or property, and hereby covenants and agrees to indemnify and hold harmless Parks, The People of the State of New York (State), and their officers and employees from any and all claims, suits, losses, damages or injuries to persons or property of any and all types, whether directly or indirectly arising out of the operation of this permit, or the carelessness, negligence, improper conduct or false information provided to Parks by the Applicant or any family relative, servant, agent or employee thereof.
8. The Applicant shall leave the premises in a neat and clean condition and shall reimburse Parks for any damages caused by the Applicant or any person on the premises at the invitation of the Applicant. All items including trash are the Applicants responsibility and is "Carry-In, Carry-Out", meaning everything brought into the park shall also be removed.
9. The Applicant shall abide by all park rules and regulations as well as applicable Local, State and Federal laws. Any failure to comply with rules and regulations, or failure to provide correct information on the application may result in cancellation of the event and removal of the tent or canopy at the discretion of the Park Manager and/or of any Authority Having Jurisdiction.
10. The Applicant hereby waives any and all claims for compensation for any and all loss or damages sustained by any interference by a public agency or official in the operation of this permit; any such interference shall not relieve the Applicant from any obligations hereunder.
11. Tents or canopies must be erected and dismantled on the days indicated above or by the discretion of the Park Manager. Picnic tables must be returned to their original locations or to locations approved by the Park Manager.
12. Neither Parks, the State, nor the Applicant shall be held responsible for **unrelated** events, such as fires, floods, strikes, riots, terrorism, epidemics, inclement weather or "acts of God" that are beyond the control of these parties.

The undersigned acknowledges that they received a copy of the document "Fire Safety Regulations for Tents and Canopies" provided by this office and that any tent or canopy erected by them shall fully comply with all the provisions, regulations and requirements of the 2015 International Fire Code as amended by the State of New York and all the Terms and Conditions noted herein to the best of their ability and understanding.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

**Applicants Please Submit:**

1. This original signed application
2. Site and Floor plans (if occupied by 50 or more persons only)
3. Tent Manufacturer's non-flammability certificates, and
4. Payment to the Park Manager or the Park Office Staff.

----- Official Use Only Below This Line -----

Application received by (*print name*) \_\_\_\_\_ \$25 Permit Fee Paid via: \_\_\_\_\_

Date Received \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

**Park Managers please forward:** 1. This original signed application, 2. Site and floor plans, and 3. Manufacturer's non-flammability certificates to Anthony Pecoraro at Administration Headquarters. Please do not forward payments.

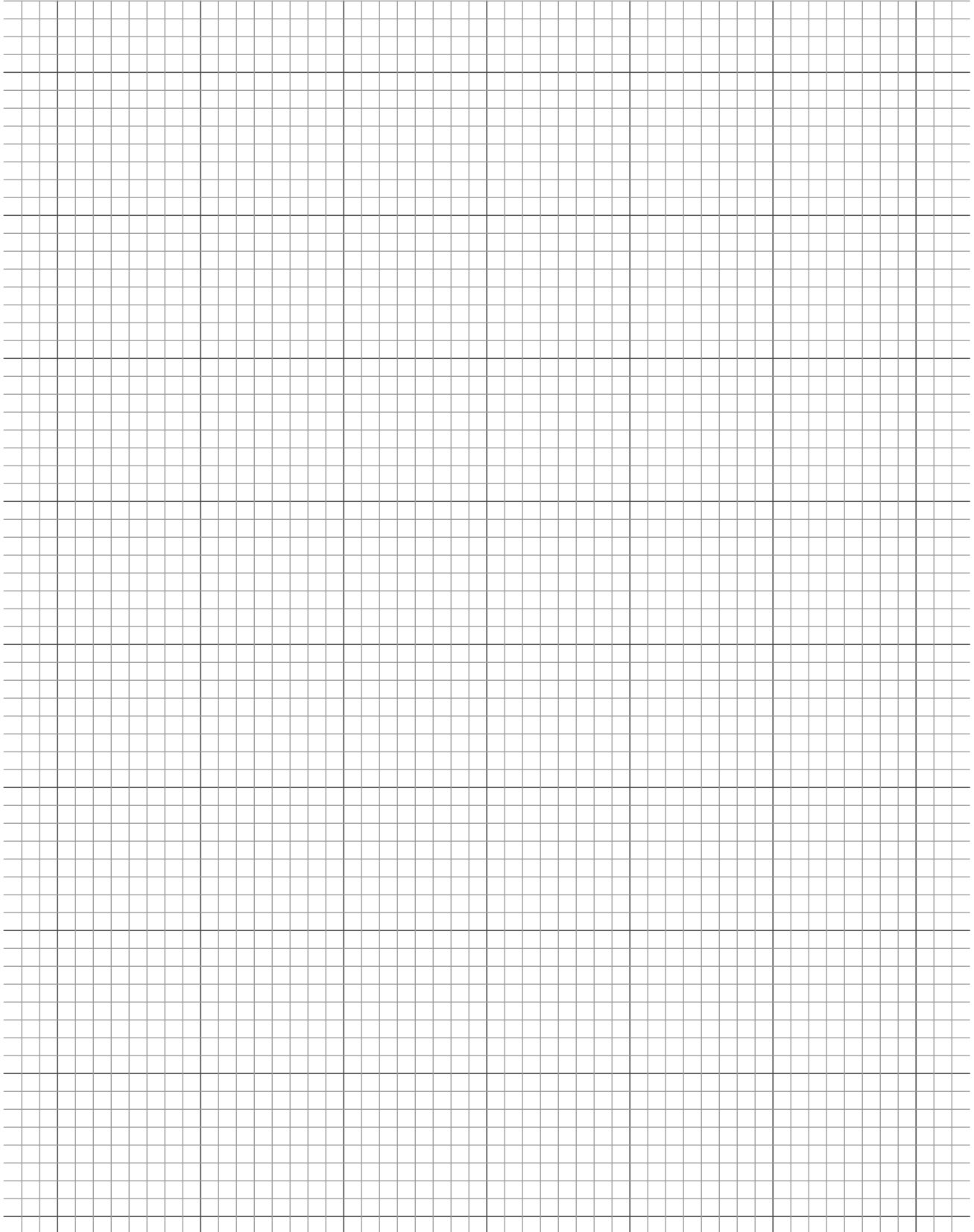
**Do not forward incomplete applications.**

**THIS APPLICATION IS NOT A PERMIT.**

# Sketch of Tent or Canopy Floor Plan

A sketch is required if you plan to have fifty (50) or more persons occupy the tent or canopy. Please show the locations of Chairs, Tables, Extinguishers, Lighting, Heating or Cooking Appliances, LP Gas Tanks & Generators etc. Also indicate the sizes of tables, and the locations and width of exits and aisles.

Park/Site: \_\_\_\_\_ Applicant Name: \_\_\_\_\_ Event Date: \_\_\_\_\_





## **Fire Safety Regulations for Tents and Canopies**

### **Tents and Canopies that require an Operating/Occupancy Permit:**

- I. All tents (having sides) that are larger than 400 sf and are not being used for recreational camping.
- II. All individual canopies (having no sides) that are larger than 700 sf not being used for camping.
- III. All canopies (having no sides) that are placed within 12' of each other that exceed an aggregate area of 700 sf total, and are not being used for recreational camping purposes.

### **All qualifying tents or canopies shall comply with the following:**

#### **General Permit Requirements:**

1. A detailed site and floor plan is required for structures with an occupant load of 50 or more persons. The floor plan must show the dimensions of the structure, details of the aisles and exits, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
2. A certificate from an approved testing laboratory certifying that the structure and all associated equipment and appurtenances meets the flame propagation performance criteria of NFPA 701, and that such performance will be effective for the period specified by the permit or approval is required.
3. Structures shall have a permanently affixed label identifying the dimensions and fabric or material type.
4. A completed application along with approved certificates of non-flammability shall be submitted and reviewed for code compliance by the fire code official prior to issuing a permit.

#### **General Requirements of Tent or Canopy Structures:**

5. Sufficient access routes must be provided for Fire Department apparatus to reach the structure.
6. Structures must be adequately roped, braced and anchored to withstand the elements of weather and to prevent them from collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

#### **Occupants Allowed and Exiting:**

7. Number of Occupants allowed are as follows:
  - A. Chairs only (not fixed) – a minimum of 7 sf per occupant is required.
  - B. Tables and chairs (not fixed) – a minimum of 15 sf per occupant is required.
  - C. Fixed seating (bleachers) – a minimum of 18" lineal seat length per occupant is required.
  - D. If there is standing room in addition to chairs, a minimum of 5 sf per occupant is required for the standing room areas. The chair areas require 7 sf per occupant.
8. Exits shall be spaced at approximately equal intervals around the structure perimeter and located such that all points within the structure are less than 101' from an exit.

*(Continued)*

*(Fire Safety Regulations for Tents and Canopies continued)*

9. The number of exits required shall be in accordance with the table at the right:

Number of Persons	Minimum Number of Exits Required	Minimum Width of Each Exit (Feet)
10 - 199	2	6
200 - 499	3	6
500 - 999	4	8
1000 - 1999	5	10

10. Exits shall remain open unless covered by a flame-resistant curtain. Curtains shall be free sliding on a metal support, be a minimum of 6'-8" above the floor at the exit, and arranged so that when open, no part of the curtain interferes with the exit. Curtain colors shall contrast with the color of the tent.
11. The width of aisles without fixed seating in public areas must be at least 44". Aisles shall be increased in width to provide not less than 12" of aisle width for each 50 persons served by such aisle at that point. Aisles shall be smooth-surfaced and unobstructed. The aisle arrangement shall be subject to the approval of the fire code official.
12. When exits serve an occupant load of 50 or more persons, the exits must be clearly marked with signs installed at required exit doorways and where otherwise necessary. The exit signs shall be illuminated either internally or externally.

**Precautions Against Fire:**

13. Hay, straw, shavings or similar combustible materials shall not be located within any tent or canopy containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
14. Smoking is not allowed in structures of any kind. At least one "No Smoking" sign must be posted inside the tent. The signs must be standard, clearly legible printed signs. The signs must not be obscured by decorations or other items.
15. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20' of the structure while open to the public unless approved by the fire code official.
16. At least one portable fire extinguisher, rated 2-A or larger is required for every 6000 sf of area. The extinguisher must be properly inspected, tagged, and a sign placed above it indicating its location. The maximum travel distance to an extinguisher from any point inside the structure must not exceed 75'.

**Cooking, Heating, and Combustible and Flammable Fuels:**

17. Heating and cooking equipment and all related components must be approved by the fire code official.
18. Food warmers, cooking demonstrations and similar operations that use solid flammables, butane (i.e., "Sterno" cans) or other similar devices which do not pose an ignition hazard are allowed.
19. Structures where cooking is performed shall be separated from other structures by a minimum of 20'.

*(Continued)*

*(Fire Safety Regulations for Tents and Canopies continued)*

20. The storage, handling and use of LP Gas and equipment must be approved by the fire code official.
21. Flammable liquid-fueled equipment shall not be used in tents or canopies.
22. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50' from structures, and shall be stored in compliance with NYS DEC Regulations 6 NYCRR Part 613.
23. Generators and other internal combustion power sources shall be separated from structures by a minimum of 20' and shall be isolated from contact with the public by fencing, enclosure or other means approved by the fire code official.

**Notes:**

“sf” = square feet. NFPA = National Fire Protection Association.

There are additional requirements not included in this document. More detail is furnished in chapter 31 of the 2015 International Fire Code and other relevant codes as amended by the State of New York.

**This guidance document is not a substitute for nor does it invalidate any laws, regulations or standards required by the State of New York or any of its Agencies, or of any Authority Having Jurisdiction.**

This document is provided solely for those applying to have a tent or canopy at a New York State Park facility. Any other use is strictly prohibited.

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Typical Tent Sizes and Number of Persons Allowed					
Sizes			Maximum Number of People		
Width	Length	Square Feet <sup>8</sup>	Chairs Only OR No Furniture	Tables and Chairs Only	Mercantile (Vendors)
20	20	401	57	27	13
20	30	600	86	40	20
20	40	800	114	53	27
20	60	1200	171	80	40
30	30	900	129	60	30
30	40	1200	171	80	40
30	60	1800	257	120	60
30	80	2400	343	160	80
40	40	1600	229	107	53
40	60	2400	343	160	80
40	80	3200	457	213	107
40	100	4000	571	267	133
40	120	4800	686	320	160
40	160	6400	914	427	213
40	200	8000	1143	533	267

**EXITS:** A minimum of **Two 6' wide exits** are required for regulated tents or canopies.  
**Three 6' wide exits** are required for an occupant load **between 200 and 499**.  
**Four 8' wide exits** are required for an occupant load **between 500 and 999**.  
**Five 10' wide exits** are required for an occupant load **between 1000 and 1999**.

- NOTES:**
1. *Chairs only or No furniture require 7 s.f. per person.*
  2. *Tables & Chairs that are not fixed require 15 s.f. per person.*
  3. *Fixed seating (bleachers) without dividing arms require 18" per person.*
  4. *Standing room (i.e., "dance floors") require 5 s.f. per person.*
  5. *Vendor spaces require 30 s.f. per person.*
  6. *Aisles are required to be 44" minimum width at all points, and increased 12" for every additional 50 persons served by that aisle.*
  7. *Exits shall be approximately equi-distant around the perimeter of the tent.*
  8. *Tents under 401 s.f. and canopies under 701 s.f. are not regulated by code.*