Print Form

TEMPORARY TENT APPLICATION REQUIREMENTS

- Provide 2 completed applications, signed and notarized
- Provide 3 surveys with setbacks and distance to all structures/parking and walkways
- Provide 3 sets of plans**
- Provide dates and approximate time tent(s) will be used
- Provide insurance, Worker's Compensation, Disability and Liability for all contractors (I.E. Installer and Electrician) (**Insurance requirements**)
- Fee of $200

Weekend inspections will require overtime pay – a minimum of two (2) hours

ADDITIONAL INFORMATION

- As per Section 2403.7.2 of the NYS Fire Code
  Location: Tents, canopies or membrane structure shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distance, support ropes and guy wires shall be considered as part of the temporary membrane structure or canopy.

  Exceptions:

  1. Separation distance between membrane structures, tents and canopies not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet (1394m2).

  2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met.

  2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929m2)
  2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the Building Code of New York State
  2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances
  2.4. Fire apparatus access roads are provided in accordance with Section 503

- **As per section 273-1 of the Town of Smithtown Code- Plans shall be provided. Plans shall be drawn to scale, showing exits, aisles, seating arrangements and details of structure, support of tents, seats, platforms, etc.

NOTE: This permit is for the temporary installation of a tent/canopy/awning only

- As Per section 273-2 of the Town of Smithtown Code -Firewatchers required. One or more qualified persons to serve as firewatchers shall be employed by all circuses, carnivals or other exhibitions where large crowds assemble. They shall familiarize themselves with all fire-protection facilities and fire prevention features and with the condition of exits and shall patrol the entire tent area during the time of occupancy. They shall see that the aisles and exit ways are kept open and that no smoking rules are enforced

- Plans shall also show compliance with Section 2403 and 2404 of the NYS Fire Code and chapter 273 of the Town of Smithtown. *Codes available online or you may request a copy*.

Note: The Department of Public Safety Fire Marshal will also be performing a plan review and may require additional items for compliance with the NYS Building Code and Town of Smithtown Code.

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TOWN OF SMITHTOWN
Suffolk County, NY

(To be filled in by the Building Department)

S.C.T.M. No. 0800 _____-_____-_____

Application/Permit No. _____

Zoning District_____

Accepted by _____ Date _____

Approved by _____ Date _____

Permit Issued _____ Expires _____

Receipt No._____ Fee _____

TENT APPLICATION

THIRTY (30) DAYS REQUIRED TO PROCESS

For the Temporary installation of a Tent/Canopy/Awning*

TO BE FILLED OUT BY APPLICANT

"TENT APPLICATION": Is hereby made by the undersigned for a permit, required by Chapter 273 of the code of the Town of Smithtown for the temporary installation of a *tent/canopy/awning*.

SIZE: _____of tent/canopy/awning *(circle one)* ***How Many*** _____ *Color of Fabric* _____

Will the following be provided?

Side panels: Yes ☐ No ☐ **Generator: Yes☐ No ☐** **Electric Lighting or Outlets: Yes☐ No ☐ .**

Heating Equipment: Yes☐ No ☐ **Cooking Equipment: Yes☐ No ☐**

ALL INSURANCES MUST BE SUBMITTED WITH APPLICATION

Workers' Compensation, Disability and Liability - **(see Insurance requirements)**

PROPERTY OWNER:_____**Phone no.** **Fax no.**_____

ADDRESS:_____

LOCATION OF TENT:_____

TENANT/BUSINESS *(if not Property Owner)***:**_____**Phone no.**_____**Fax no.**_____

CONTRACTOR:_____**Phone no.**_____**Fax no.**_____

ADDRESS:_____

DATES & APPROXIMATE TIME TENT TO BE USED:_____

AFFIDAVIT

I_____ as the_____ being duly sworn depose and state that to
(Print name) *(Owner, Owner's Agent, Architect, Contractor)*
the best of my knowledge and belief the statements contained in this application together with the plans and specifications submitted are a true and complete statement of all proposed work to be done on the described premises as it has been approved by the Town of Smithtown and that all provisions of the Zoning and Building Ordinance and the State Building Code and all other laws pertaining to the proposed work shall be complied with, and that such work is authorized by the owner

Sworn to before me this:

_____ Day of _____ 20_____

_____
(Notary Public, New York)

Signature_____
(Owner, Owner's Agent, Architect, Contractor)

Notary Stamp

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