

Requirements for Tents, Canopies & Membrane Structures

In accordance with the Fire Code of New York State Chapter 24; a permit shall be required from the Fire Marshals Office for the erection and use of each tent, membrane structure and/or canopy. This permit will be in addition to any Chapter 90 (Special Event) permit. Application/permit and insurance requirements are listed below. Should you have any questions please contact the Fire Marshals Office.

Tents and Membrane Structures having an area in excess of 200 square feet and canopies in excess of 400 square feet will require a permit.

Additionally any tent, membrane structure, or canopy with an occupant load in excess of 300 or more people will require a separate permit form the New York State Department of Labor.

Definitions-

Membrane Structure- “An air-inflated, air supported cable or frame-covered structure as defined by the *Building Code of New York State* and not otherwise defined as a tent or canopy.”

Tent- “A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects”.

Canopy- “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.

***A canopy is an architectural projection or structure composed of a rigid structure over which a membrane covering is typically attached, providing overhead weather protection, a means of identity or decoration, It may be supported by both the building to which it is attached and stanchions at the outer end or may be free- standing and completely supported by stanchions. Note the definition requires that the canopy be overhead only, except for a drop on one side or 25 percent of the perimeter. Structures with more than 25 percent of their perimeter enclosed by drops fall under the definition of a “Tent”.*

Application/Inspection:

Applications shall be completed in full. Applications shall have the following documentation provided;

A certificate of flame resistance for each tent/canopy/sidewall, etc. to be erected or on the site shall be provided.

A certificate of insurance naming the Town as additional insured (see guidelines).

Diagrams shall be provided with the application. The diagrams should show the following:

A site plan indicating the location of the tent on the property in relation to other structures, roads, etc. Additionally, a floor plan shall be provided indicating occupant load, aisle width, exit location, exit width, exit signs, emergency lighting units, travel distance to exits, etc.

An inspection of the tent/canopy will be conducted prior to the issuance of the permit.

Requirements:

Tents/canopies shall be installed and maintained in accordance with Chapter 24 of the Fire Code of New York State.

The area under the tent/canopy, and an area twenty feet outside the tent shall be cleared of all flammable and combustible materials.

Cooking shall be prohibited under tents/canopies utilized for public assembly. All cooking operations shall be in accordance with the Fire Code of New York State.

Fire extinguishers shall be provided in accordance with the Fire Code of New York State. All fire extinguishers shall be currently inspected and be in proper working order.

Any electrical installations, heating installations, and cooling installations under one of the above mentioned permitted structures shall be in accordance with the National Electrical Code and the Fire Code of New York State. Tents utilized for assembly purposes with sidewalls shall have illuminated exit signs and emergency lighting units installed.

Smoking shall be prohibited under any tent/canopy. No smoking signs shall be provided in accordance with the Fire Code of NYS.

All tents/canopies shall be staked in place. A utility mark out may be required prior to erection.

Certificate of Insurance – Guidelines:

The certificates should show evidence of Comprehensive General Liability limits of not less than \$1,000,000, Worker’s Compensation with statutory limits and Auto Liability limits of \$1,000,000 (If use of vehicles is applicable).

The carriers providing coverage must be approved by the Town.

Certificates should indicate the “Town of Riverhead, Et. Al.” as additional insured with regard to a tent, tent sale or special event, including date event is scheduled.

Questions regarding liability insurance should be directed to the Town Attorney Office at (631) 727-3200 ext. 651