

# CITY OF ITHACA

108 East Green Street, Ithaca, New York 14850 Telephone: 607-274-6508 Fax: 607-274-6521

## TENT OR CANOPY PERMIT APPLICATION

(This application to be used only for erecting temporary tents or canopies)

**This side to be completed by the applicant**

**Please read the requirements on the attached sheet.**

Address/Tent Location: \_\_\_\_\_ Building: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_

Tent Installer \_\_\_\_\_ Tel \_\_\_\_\_

Licensed Electrical Contr. (if applicable) \_\_\_\_\_ Tel \_\_\_\_\_

**Description :** Erect a tent as follows:

What is the event: \_\_\_\_\_

What organization/ group is tent for: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Tent size: Length X Width = Square Feet \_\_\_\_\_

Distance from nearest buildings: \_\_\_\_\_

**Attach a map of the area indicating the tent location**

Attached: Plans  Specifications  Other documentation  \_\_\_\_\_

### **OWNER/APPLICANT INFORMATION**

Owner \_\_\_\_\_ Address \_\_\_\_\_ Tel \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant \_\_\_\_\_ Address \_\_\_\_\_ Tel \_\_\_\_\_

Email Address: \_\_\_\_\_

Required liability and Workmen's Compensation insurance carried by Owner  Contractors/ Installer  will be in force at all times throughout operations

I am the owner or agent of the owner of the premises in the City of Ithaca, New York described in this application. I hereby apply for a permit to perform the work described in this application and on attached plans, specifications and other documents. I will comply with all provisions of applicable ordinances, codes and regulations in the performance of this work whether specified herein or not. Any amendment to this application, plans, specifications or other documents upon which this permit was issued will be filed with the Ithaca Building Department for approval before such changes are made in the actual work. I hereby request that all work be inspected and approved by the appropriate inspectors. I certify that every person performing work on the permitted project will comply with all applicable codes, ordinances and regulations.

**By my signature I certify I have read and understand the above paragraph.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# CITY OF ITHACA

## TENT OR CANOPY PERMIT

This form is deemed an application until approved and upon approval is a valid building permit

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Project Address \_\_\_\_\_ Permit # \_\_\_\_\_  
Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued \_\_\_\_/\_\_\_\_/\_\_\_\_ Renewed \_\_\_\_/\_\_\_\_/\_\_\_\_ Denied \_\_\_\_/\_\_\_\_/\_\_\_\_  
Permit is approved only for the event listed on the front of the permit application. Completed \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_  
Insp \_\_\_\_\_ HUD 329 Erect: Tent\_\_ Tents\_\_\_\_ Canopy\_\_ Canopies\_\_\_\_ Ent \_\_\_\_\_

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### PERMIT APPROVAL

This building permit is approved for the work described in this application, submitted plans, specifications and documents. These materials have been reviewed and found to be sufficient to issue a building permit. This permit is limited to the approved work. The review and approval does not address all aspects of applicable codes, ordinances and regulations. It shall be the duty of every person performing work on the permitted project to comply with all applicable codes, ordinances and regulations.

\_\_\_\_\_  
For the Ithaca Building Department

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**Please see attached sheet for Conditions to this Tent or Canopy Permit**

- Please read, understand and follow all the applicable conditions for this permit.

# TENT AND CANOPY PERMIT CONDITIONS

**Location:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tent** (*Tents are fabric structures with walls.*)

**Canopy** (*Canopies are open structures without side walls or drops on at least 75% of the perimeter.*)

-A Tent and Canopy Permit is required for installation of a tent in excess of 200 square feet, or a canopy with open sides in excess of 400 square feet for not more than 180 days.

-Prior to obtaining a permit to install a tent or canopy, you must provide the following with the tent permit application to the Ithaca Building Department during permit hours 8:00 AM – 10:00 AM daily:

**The following are general requirements that may or may not apply to all applications. All checked items must be addressed. Please read and follow:**

- A check or money order made out to the City of Ithaca for the permit fee. The permit fee is \$7 per \$1000 of the tent cost with a \$35 minimum fee. **Cash or Credit Card is not accepted.**
- Location and type of electrical equipment being installed and the name of the licensed electrician that will be doing the installation
- The means of egress must be illuminated at all times while structure is occupied. City-licensed electrician required for any electrical installations such as general lighting, emergency lighting and exit signs.
- Provide 2 exits, each a minimum of 6 feet wide for occupant loads of 10 to 199 people. See Table 2410.3.11.2 in the Fire Code of NYS for larger occupancies. Exits signs are required for occupant loads of greater than 50 and must be illuminated either externally or internally at all times.
- Proper aisle widths must be provided and maintained in order to assure a safe means of egress out of the structure. The minimum width is 44 inches and increases as the occupant load increases. Please ask the Ithaca Building Department to be sure if you have the correct aisle width.
- Site layout plan showing the location of the structure in relationship to surrounding buildings
- Seating arrangement plan noting the expected occupant capacity.
- Location and type of cooking and heating appliances. No open flames, nor combustible liquid, gas, charcoal or other cooking equipment is permitted inside or within 20 feet of tents while open to the public. Tents for cooking shall be separated from other tents or canopies by at least 20 feet. Heating units that are approved by tent manufactures may be installed a minimum 2 feet away from the tent or as approved by manufacturer and must be installed greater than 10 feet from all exit ways.
- Fabric must be of flame-resistant material or treated with flame retardant in compliance with NFPA 701. Certification of flame resistance must be provided including date of last treatment, name of chemical used in treatment, name of firm or individual treating fabric and testing agency and standard used. This certification is available from the tent provider upon request.
- The tent provider/installer must have the proper Liability and Workers' Compensation insurances on file with the Building Department prior to issuance of the permit.
- Tents or canopies exceeding 10,000 square feet shall be at least 20 feet from buildings or other tents or canopies.
- The floor surface of the canopy or tent, and an area 30 feet around the canopy or tent shall be kept clear of all combustible waste and combustible vegetation.
- Tents and canopies shall be properly anchored to withstand weather and prevent collapse.
- No smoking shall be permitted in tents, and "No Smoking" signs must be posted.
- Maintain 12 foot clear fire lane (measured beyond the guy ropes) surrounding tents free of any obstructions.
- Other applicable items: \_\_\_\_\_