

<b>Fire Marshal's Office</b> <b>Town of East Hampton</b> <b>300 Pantigo Place Suite 111, East Hampton NY 11937</b>	<b>(631) 329-3473</b> <b>Fax ( 631) 329-9403</b>
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**APPLICATION FOR TENT PERMIT**

Please **type/print** & submit with a check for **\$100** Two weeks prior to proposed event.

1 Applicant: \_\_\_\_\_ Phone# \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

2 Sponsor: \_\_\_\_\_ Phone# \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3 Tent Site:# \_\_\_\_ ST: \_\_\_\_\_ Hamlet: \_\_\_\_\_

4 Owner of Site: \_\_\_\_\_ Phone#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

5 Proposed Use: \_\_\_\_\_

6 Tent Supplier: \_\_\_\_\_ Phone # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

7 Date to be Erected: \_\_\_\_\_ Used: \_\_\_\_\_ Removed: \_\_\_\_\_

8 Period of operation: Start time \_\_\_\_\_ End time \_\_\_\_\_

9 Number & Size of Tents: \_\_\_\_\_

10 The following will be provided: Side panels? Yes[ ]No[ ] Generator? Yes[ ]No[ ]  
Electric lighting? Yes[ ]No[ ] Heating equipment? Yes[ ]No[ ]

11 Will any tent be located on an elevated platform? Yes [ ] No [ ]  
Platforms for elevated tents require a plan stamped by NYS architect or engineer for structural stability for the intended use and must be inspected by the Building Dept.

12 Guy ropes, stakes and other support equipment adjacent to or in the path of exits travel must be effectively enclosed or guarded to protect persons from injury.

13 Estimated Maximum Number of Occupants at any time:  
Please attach a site plan illustration.

15 Please attach an interior plan indicating seating and exit arrangement.

**Notice:** Signature below indicates that individual named has read attached NYS Code provisions and agrees to all provisions and all conditions of subsequent permit.

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

Print Name of Applicant \_\_\_\_\_

**Send Permit & any related correspondence to ? ( 1, 2, 4 or 6 above)**

Original copies must follow faxed materials before a permit can be issued.

**Do Not Write Below This Space - Fire Marshal Use Only**

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Floor Plan (Seating & Exit) provided: Yes [ ] No [ ] N/A [ ]  
Site Plan or Illustration provided: Yes [ ] No [ ] N/A [ ]  
Architect/Engineer Report provided: Yes [ ] No [ ] N/A [ ]

**Hold pending approval:**

Mass Assemblage Permit [ ]  
Town Trustees [ ]  
Bldg. Dept. [ ]  
Other \_\_\_\_\_

Approved [ ] Denied [ ]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Fire Marshal Date

Copy to [ ] Mass Gather Cord.  
[ ] Code Enforcement  
[ ] Town Trustees

**State and local “tent codes” have Changed. Please familiarize yourself with all the applicable requirements of all the codes.** (State Fire Code sections regulating tents is attached for your review)

If event will have **50 people or more** attending, a mass assemblage permit may be required. If applicable, please contact the town’s mass gathering permit coordinator at 631-324-4142.

Tents shall not be erected, without first obtaining a permit except tents, not exceeding 700 square feet erected on premises designated for **one-family dwelling** use and being used as such.

All applications require a **site illustration** with sizes and tent distance from lot lines, buildings and other tents.

Detailed **site and floor plans** must be submitted indicating seating arrangement, exits arrangement, heating and electrical equipment for tents more than 700 sq. ft.

Tents erected on **elevated platforms** must have an architect or an engineer’s stamp attesting to structural stability. Handrails and guardrails must also be provided as required by the Code.

Guy ropes, stakes and other support equipment adjacent to or in the path of exits travel must be effectively enclosed or guarded to protect persons from injury.

Tents shall not be installed in **driveways** so as to block emergency ambulance and fire vehicle access to other structures located on the property.

**Use:** Town code permits tents to be installed no more than 48 hours prior to the permitted event and all tents must be removed within 48 hours following the permitted tent event.

**Combustible materials** for decorative purposes are not permitted unless approved flame-resistant. Documentation and or tests will be required accordingly. Certificates should be **submitted as early** as possible but not less than 2 week prior to event.

**Open flame** devices, including candles, shall not be permitted inside or within 20 feet of the tent while open to the public. Alternate devices, similar in nature, must be expressly approved by this Office. Actual samples should be **submitted as early** as possible but not less than 2 week prior to event.

**Portable fire extinguishers**, with minimum 2A:20B:C rating, shall be provided in tents as required by §F906.

**Electrical wiring** & equipment shall conform to the National Electrical Code. **Lightning** protection is not required – a tent is **not** the place to be during a storm!

**Tent permits** must be conspicuously posted from date of tent setup to tent removal.

**Standby Personnel** (crowd managers or fire watch detail) when required shall be approved and shall remain on duty for the duration of the event. Arrangements for such must be approved by the Fire Marshal not less than 2 week prior to event.

NOTE: The **applicant** is responsible for communicating all applicable tent regulations and provisions to those persons supplying or installing any tent, to all persons supplying or installing materials to decorate or illuminate any tent, and any other persons that will supply utilities to the site or tent, including site owner, renter and the organizer(s) of the event.