

Permit and Inspection Guidelines for Special Events

Fairs, Festivals, Exhibitions, Shows, Concerts and Private Parties

Special Event Permits

A Special Event Permit is required for any of the following:

Private Parties	Fairs / Carnivals	Exhibitions
Shows	Outdoor Concerts	Charity Events
Any of the above that are in a building which is not designed for the proposed use.		

When any of the following is provided:

Tents	Cooking equipment	Platforms over pools
Electrical panel boards	Heating or cooling equipment	Amusement Rides
Seating structures	Electrical lighting	Electrical outlets
Raised platforms	Generators	Sound systems
Gas/Propane		

Tents

1. In accordance with Sect. 3103.5.1, 2022 CT State Building Code tents exceeding 400 sf are required to be part of a Special Event permit unless one of the following exceptions applies:

- Tent is used exclusively for recreational camping purposes.
- Tents that are open on all sides which comply with ALL of the following:
 - Individual tents with a maximum size not exceeding 700 sf in area.
 - The aggregate area of multiple tents placed side by side, without a fire-break clearance of 12 feet, and all tents combined not exceeding 700 sf in area.
 - A maximum of 12 feet clearance to all other structures and tents.
- Tents 900 sf and smaller in total area when occupied by fewer than 50 persons, with no heating appliances, no installed electrical service and are erected for less than 72 hours.

2. In accordance with Section 703.5, CSBC all tents shall be of a non-combustible and flame-resistant material as determined by NFPA 701. All permits that include tents shall contain a flame-resistant certificate that includes the following information:

- Name and address of the owners of the tent.
- Date the material was last treated with flame-resistant solution.
- Trade name or chemical used in the treatment.
- Name of person or firm treating the material.
- Name of testing agency and test standard by which the fabric was tested.

Raised and Seating Structures Platforms

Raised platforms are required to be part of a Special Event permit

- A plan of the raised platform and/or seating structure is required, in duplicate, to be submitted with the permit application.
- A CT registered Professional Engineer is required to inspect the "as-built" platform or structure and prepare a letter certifying that same is constructed to withstand a 100psf live load. This letter can be presented at the time of inspection to our inspector.

Separate Trade Permits

Separate trade permits are required to be filed along with the Special Event Permit for all of the following:

Amusement rides

- All electrically operated rides require an electrical permit to be filed by the amusement company. This electrical permit application is required to contain the following information:
 - A list of all rides by name
 - The corresponding State registration number which appears on the placard attached to the ride.
- A joint inspection of these rides is required to be conducted, prior to the event, by inspectors from this office, the Greenwich Fire Marshal's Office and a representative from the State Police Dept. This inspection is required to be coordinated by the event organizer with all parties, a minimum of 24 hours in advance.

General Electrical Work

1. A CT licensed electrician with an E-1 license is required to file an electrical permit for all of the following:
 - a) General lighting of tents, trailers, temporary structures[stages] and grounds.
 - b) Installation of receptacles for food, exhibit, vendor booths and stages/ platforms.
 - c) Generators or panel boards to supply power to the above.
 - d) Exit and emergency lighting for tents.
 - e) Sound systems and associated wiring.
 - f) AC equipment

Exception - An electrical permit is not required to be filed by a licensed electrician when all the wiring and associated lighting is pre-manufactured, UL approved, self-contained plug-in assemblies. **But in this case an electrical permit is still required to be filed by the person doing the installation.**

Note: See Guidelines for Electrical Installations and Inspections attached.

Food or Drinks

Serving of food or drinks to the general public or providing a petting zoo requires the approval of the Department of Health, Division of Environmental Health, prior to the acceptance of a Special Event permit application. There is a place on the permit application for a representative of the Health Dept. to sign giving their approval of the application.

Greenwich Fire Marshal Review

All events require Fire Marshal review and approval. There is a place on the permit application for a representative of the Fire Marshal's office to sign giving their approval of the application. There is also a place on the application for the Fire Marshal to indicate if their office will require an inspection and/or a Fire Watch for the event.

Heating/Cooling Equipment permits are issued from the Greenwich Fire Marshal's Office

1. All temporary heating equipment for tents require an HVAC or Plumbing permit to be filed by a CT licensed HVAC/Plumbing contractor with a S-1, P-1 or G-1 license.
2. Installation of propane tanks for heating/cooling or cooking equipment when the propane tank exceeds 40 pounds requires an HVAC permit to be filed by a CT licensed HVAC contractor with a S-1 license.

Guidelines for Electrical Installation and Inspections

1. All lighting fixtures shall be UL approved.
2. All connections to lighting fixtures shall be done in a secure manner with no open or exposed splices.
3. Mounting of lighting fixtures shall be done in a secure manner. No tape, tie wire or string to support fixtures will be acceptable. Proper clamps or Tie-wraps shall be used.
4. No low hanging fixtures shall be in public walking areas [minimum height 6'-8" clearance required].
5. All cords and receptacles used are to be UL listed. No homemade cords or plugs of any kind shall be acceptable.
6. Cords are not to be fastened to any partitions or displays.
7. Cords are not to be run under rugs. Cords run in traffic areas are to be protected by proper protection devices such as heavy mats. Also, care should be taken to not pinch cords under displays.
8. Displays are not to block any exit signs, emergency lights or impede any exits.
9. Displays are not to block any electrical panels or equipment.
10. All outdoor areas shall be protected by GFI receptacles. Any connections exposed to weather shall be weather proof.

Any violations cited during an inspection, that can't be corrected immediately, will be cause to immediately disconnect the power to the areas affected or the posting of the site [event] as Dangerous and Unsafe. It is recommended that the electrician who filed the electrical permit be present for the inspection so that any repairs can be made immediately to avoid the posting of the event as unsafe.

TOWN OF GREENWICH
Town Hall - 101 Field Point Rd.,
Greenwich, CT 06830
Division of Building Inspection, DPW
203-992-8910 Fax 203-622-7848

Permit Application SPECIAL EVENT

Permit No. _____

Date Issued _____

Event Address _____ Parcel ID: _____

Property Owner _____ Address _____

Email _____ Phone _____

Event Organizer/ Permit Holder _____

Address _____

Email _____ Phone _____

Section of Town

☐ Central ☐ Outlying ☐ Byram ☐ Pemberwick ☐ Glenville ☐ Cos Cob ☐ Riverside ☐ Old Greenwich

INDICATE TYPE OF EVENT

- ☐ PRIVATE PARTY ☐ PRIVATE FAIR
☐ CONCERT ☐ CHARITY EVENT
☐ EXHIBIT/SHOW ☐ PUBLIC CARNIVAL
☐ OTHER _____

INDICATE FACILITIES PROVIDED

- ☐ TENTS - No. _____ ☐ FOOD FOR PUBLIC
☐ AMUSEMENT RIDES ☐ COOKING EQUIPMENT
☐ RAISED PLATFORMS ☐ SEATING STRUCTURE
☐ PLATFORM OVER POOL

INDICATE UTILITIES PROVIDED

- ☐ ELECTRICITY ☐ COOKING / HVAC
☐ LIGHTS OUTLETS ☐ GAS/PROPANE
☐ PANEL BOARD ☐ HEAT EQUIPT
☐ GENERATOR ☐ A/C EQUIPT

Event

Start Date ____/____/____ End Date ____/____/____

- ☐ Day Event ☐ Night Event
☐ Multi-Day Event

Inspection Date ____/____/____ Time _____

Building Code Information

☐ 2021 IBC [2022 CSBC] ☐ 2021 IRC [2022 CSBC]

Town Department Approvals

FEES

Value _____

Permit Fee _____

OT Fee _____

State Fee _____

Total Fee Due _____

Check No. _____

Receipt No. _____

Elect Permit
Fee \$100

Receipt #

Fire Marshal

Occupant Load _____

HVAC PERMIT

☐ Req'd ☐ Not Req'd

FIRE WATCH

☐ Req'd ☐ Not Req'd

GFM REVIEW

BY _____

DATE ____/____/____

Health Department

Will Food be served to public

☐ Yes ☐ No

Reviewed by _____

Date ____/____/____

Zoning Enforcement

Reviewed by _____

Date ____/____/____

Code Review [OFFICE USE ONLY]

- ☐ Flame Resistance Cert. ☐ Not Req'd ☐ Health Dept. App. ☐ Not Req'd
☐ Plan of Raised Platform ☐ Not Req'd ☐ Electrical Permit ☐ Not Req'd
☐ PE Cert Raised Platform ☐ Not Req'd ☐ HVAC Permit ☐ Not Req'd
☐ GFM Approval

- ☐ Permit pick-up requested ☐ Mail Permit

Reviewed By _____ Date ____/____/____

Tax Stamp

PERMIT APPLICATION
FOR
SPECIAL EVENT

THE UNDERSIGNED PROPERTY OWNER, BEING DULY SWORN, DEPOSES AND SAYS:

1. That he/she is the current owner of the premises described on this application for a building permit.
2. In accordance with the CT General Statutes, that the below said permit holder is duly authorized on behalf of the owner to execute and complete this application.
3. That the work described in this application is duly authorized by the current owner.
4. That the undersigned permit holder is hereby designated as the owner's representative with whom the Division of Building Inspection, DPW may deal with in respect to the work under this application.
5. That this authorization shall continue unless revoked by the owner by giving written notice of revocation to the Division of Building Inspection, DPW.

EVENT ORGANIZER / PERMIT HOLDER

CURRENT OWNER NOTARIZED AUTHORIZATION

CT REG. / LICENSE No. _____

Owner's Name (print) _____

Name (print) _____

Signature _____

Signature _____

Subscribed and sworn to, and before me on this

Phone No. _____

_____ day of _____, 20_____



Permit Pick-up Requested



Mail Permit

Notary Public signature:

Contact Name (print) _____

Email: _____

AMENDMENTS TO AUTHORIZED AGENT / PERMIT HOLDER

#1 EVENT ORGANIZER / PERMIT HOLDER

#2 EVENT ORGANIZER / PERMIT HOLDER

CT REG. / LICENSE No. _____

CT REG. / LICENSE No. _____

Name (print) _____

Name (print) _____

Signature _____

Signature _____

Phone No. _____

Phone No. _____



Permit Pick-up Requested



Mail Permit



Permit Pick-up Requested



Mail Permit

Contact Name (print) _____

Contact Name (print) _____

Email: _____

Email: _____

Town of Greenwich
Division of Building Inspection, DPW
101 Field Point Road
Greenwich, CT 06830

Location of Event: _____ Date of Event: _____ Permit # _____

Tent Ballast Worksheet

The required ballast requirement for tent is ten pounds per square foot of roof area.

Driven anchors are rated at 1500 pounds per anchor.

Static weight anchors (cement blocks) are rated at gross weight of the anchor.

SAMPLE CALCULATIONS

Tent length x Tent width = Gross roof area

Gross roof area / 10 pounds p.s.f.= Total required ballast weight

Number of driven anchors x 1500 pounds = Driven anchor weight ballast OR

Number of weight anchors x gross weight per anchor = Static weight ballast

For example: 40' x 60' Tent = 2,400 square feet of roof area

2,400 sq. feet x 10 pounds p.s.f. = 24,000 pounds of ballast required

24,000 pounds/ 1,500 pound per driven anchor = 16 driven anchors required

Or if using 500-pound cement blocks: 48 blocks are required

REQUIRED BALLAST FOR THIS TENT APPLICATION:

Tent Number or ID	Tent Size	Tent Area	X10= Ballast Required	Anchors Provided @ 1500 Pounds each

Signature _____ Print Name: _____