



VILLAGE OF BELLPORT

TENT PERMIT INSTRUCTIONS

- ❖ Tents with an occupancy load of over 50 people require an annual renewal.
- ❖ A permit application along with two (2) sets of plans must be submitted to the Village Building Department along with the proper application fee 30 days prior to the building/setup of a tent.
- ❖ All additional tent requirements, including inspections, insurance and flame retardancy are listed on the permit application.
- ❖ A tent inspection is required before the tent can be used for any event/usage.
- ❖ If there are any questions regarding this permit process, please contact the Building Department at 631-286-0327.

Michael Recio
Fire Inspector

29 Bellport Lane * Bellport, NY 11713 * Phone 631-286-0327 * Fax 631-286-7055

www.bellportvillageny.gov



VILLAGE OF BELLPORT

TENT PERMIT REQUIREMENTS:

1. Fill out the Building Permit Application and pick up when permit is ready.
2. Pay a \$100.00 fee.
3. Include all insurance paperwork from tent company. (Liability, Workers Comp, and business license).
4. Include a hard copy of flame proofing retardancy.
5. You will need an "occupancy" sign issued from the Village.
6. "No Smoking" signs will be needed.
7. Raise all distribution boxes 6" above grade, if applicable.
8. Two (2) ground rods needed for generator 6 ft. under and 10 ft. apart maximum connected in series, if applicable.



VILLAGE OF BELLPORT

PERMITS ARE GRANTED AND ACCEPTED UNDER THE FOLLOWING CONDITIONS:

1. Tent(s) and canopies shall be erected and used in conformity with the NYS Uniform Fire Prevention and Building Code.
2. Tent(s) and canopies shall be flame resistant. Prior to erection certificates of flame spread rating shall be on file with the Building and Fire Prevention Department and a current affidavit attesting to the fact that these documents represent all fabrics in use by this company. In addition, they shall have permanently sewn into each panel or piece making up the tent or canopy an acceptable label attesting to such.
3. Exits shall be clearly marked and illuminated and open to a free and clear area. The number and size of the exits shall be appropriate to the occupant load.
4. Tent(s) and canopies shall not be installed in driveways or any locations that would block access to property and other structures by emergency vehicles.
5. Combustible vegetation shall be removed from the area occupied by the tent(s) or canopies and from areas within thirty feet of such structure.
6. Open flame devices, including candles and cooking devices, are **NOT** permitted inside or within twenty feet of the tent(s) or canopies while such structure is occupied unless there is prior approval from the Building and Fire Prevention office. Equipment or candles that the organizer, decorator or caterer may believe to be suitable must be submitted to this office for approval at least 48 hours in advance.
7. Combustible materials for decorative purposes are **NOT** permitted. All decorations shall be composed of flame resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame spread resistance as determined in accordance with NFPA 701 and such flame resistance shall be effective for the period specified by the permit.
8. Portable fire extinguishers (minimum rating of 2A40BC) shall be provided and installed immediately following installation as required by NYS Fire Code section 2404.12 (Ref. Sec. 906 Travel Distance Max. 30 ft.).
9. All electrical wiring and equipment shall be installed and maintained in accordance with the National Electrical Code NFPA 70. Electrical Underwriters Certificate is required to be submitted prior to Inspectors approval.
10. Guy wires, stakes and any other support equipment adjacent to or in the path of exit travel must be effectively enclosed, capped or guarded.
11. There is **NO SMOKING** under the tent(s).
12. There is **NO COOKING** under the assembly tent(s). All tents used for cooking shall comply with Chapter 24 of the Fire Code of New York State.
13. If in excess of two hundred seats are provided, they shall be fastened together in groups of not less than three.
14. The Fire Marshal or designee is hereby authorized to enter on to the premises indicated on this permit to ascertain compliance with applicable laws and conditions of the permit.
15. Street number must be included on location of event and posted so as to be not less than 4" inches in height and clearly visible from the roadway.
16. As per Section 57 and Section 200 of the NYS Workers' Compensation Law, Section 57 and Section 220 of the New York State Workers' Compensation Law and Section 125 of the General Municipal Law effectively immediately we will be requiring that either a valid certificate proving compliance be on file or that one be submitted with the application.
17. Parties over 250 people *and/or when required by the Fire Inspector* shall be equipped with **trained** crowd / fire manager(s).
18. For conveniences we have attached applicable New York State Fire Codes, please make sure your clients are aware of these Fire Codes. (Please refer to the complete code section of the NYS Fire Code, Chapter 24, and the Building Code, Chapter 2702.2.9, and Chapter 3102 - 3105 for additional information)



VILLAGE OF BELLPORT – TENT PERMIT APPLICATION

PLEASE SUBMIT THE FOLLOWING

- Application
- **TWO (2)** sets of plans, including a detailed site and floor plan for tents with an occupancy load of 50 or more.
 - Floor plan **MUST** detail means of egress, capacity and arrangement of seating and location and type of heating and electrical equipment.
- Flame spread ratings OR flame retardancy certification
- Workman's Compensation Insurance, Disability & Liability for all Contractors.

Fee: \$100.00

APPLICATIONS MUST BE SUBMITTED 15 BUSINESS DAYS PRIOR TO INSTALLATION

LOCATION OF TENT INSTALLATION

Address: _____

Property Owner:

Name: _____ Address: _____

Email: _____ Phone: _____

Tenant/Business (if not property owner):

Name: _____ Address: _____

Email: _____ Phone: _____

Contractor:

Name: _____ Address: _____

Email: _____ Phone: _____

Tent Purpose: _____

DATE OF INSTALLATION: _____

DATE/TIME TENT TO BE USED: _____

AMOUNT OF PEOPLE EXPECTED IN TENT AREA: _____

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#1 TENT/CANOPY/AWNING (circle one)

Size: _____ How Many: _____ Material: _____

#2 TENT/CANOPY/AWNING (circle one)

Size: _____ How Many: _____ Material: _____

WILL THE FOLLOWING BE PROVIDED?

Side Panels: ____ YES ____ NO

Cooking Equipment: ____ YES ____ NO

Electrical Lighting/Outlets: ____ YES ____ NO

Heating Equipment: ____ YES ____ NO

Dance Floor: ____ YES ____ NO

Band/DJ: ____ YES ____ NO

Stage: ____ YES ____ NO

CONTACT PERSON: _____ PHONE: _____

FOR OFFICE USE ONLY

FIRE MARSHAL SIGNATURE: _____

COMMENTS: _____

INSPECTION DATE: _____ PASS ____ FAIL ____ PERMITTED OCCUPANCY _____

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Site Plan Example

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	1
2																2
3																3
4																4
5																5
6																6
7																7
8																8
9																9
10																10
11																11
12																12
13																13
14																14
15																15
16																16
17	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	17
Business Name													Date			
Mission Enterprises Summer Concert													7/4/2008			
Address																
1234 Anyname Street, Colorado Springs, CO, 80999																
Telephone						Fax						Page				
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