



BUILDING DEPARTMENT
VILLAGE OF MONROE
7 STAGE ROAD, MONROE, N.Y. 10950
www.villageofmonroe.org

(for office use only – rev 5/16)

Application #: _____ Date: _____
Tax Map _____
Zone _____
Property _____
Address: _____
Date Approved: _____
Disapproved: _____ Inspector: _____

APPLICATION FOR TEMPORARY TENT PERMIT

Requirements for a Tent Permit Application:

1. **Two plot plan diagrams** locating clearly and distinctly all existing buildings, and location of proposed tents to be installed and all setback dimensions from property lines and existing structures.
2. **Additional information** showing seating arrangements, egress, fire extinguisher locations and type of heating and electrical if any.

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Temporary tent Permit, pursuant to the New York State Building Fire Code for the installation of temporary tents, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations. Upon approval of this application, the Building Department will issue a Tent Permit to the applicant together with an approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the use of the tent.

Applicant Information:

Name (Please print) _____ Address _____

Email address _____ Telephone _____

Applicant is: Owner ☐ Lessee ☐ Agent ☐ Architect ☐ Engineer ☐ Contractor ☐

If applicant is a corporation, name, title and
signature of duly authorized officer:

Property Information:

Location of Property where tent will be installed:

Property Owner (if different from Applicant):

Name: _____

Address: _____

Tel. _____

Tent size and type:

PROJECT CONTACTS:

Contractor/installer: _____

Address: _____ Phone No. _____

NOTE: *In order to process any permit, proof of Worker's Compensation must be provided. Acceptable forms include Form 105.2, U26.3 or CE-200 (No Accord Forms Accepted)*

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Applicant Signature: _____ Date: _____

**It is the applicant's responsibility to call the Building Department to schedule inspection prior to occupancy of tent
(845) 782-8341 x131**