



TOWN AND VILLAGE OF GREENE CODE ENFORCEMENT OFFICE

Town Hall
51 Genesee Street P.O Box 129
Greene, NY 13778
(607)656-4191 Ext 214



Tent & Canopy Application Form

APPLICANT INFORMATION

- **Name:** _____
- **Organization (if applicable):** _____
- **Mailing Address:** _____
- **Phone Number:** _____
- **Email Address:** _____

PROPERTY INFORMATION

- **Site Address of Tent/Canopy Installation:** _____
- **Owner of Property (if different from applicant):** _____
- **Owner Phone:** _____

TENT/CANOPY DETAILS

- **Type of Structure:**
 - ☐ Tent
 - ☐ Canopy
 - ☐ Membrane Structure
- **Number of Structures:** _____
- **Dimensions of Each Structure (L x W x H):** _____
- **Total Square Footage:** _____

- **Manufacturer of Tent/Canopy:** _____
 - **Setup Date:** _____
 - **Takedown Date:** _____
 - **Duration of Use (in days):** _____
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EVENT INFORMATION

- **Name of Event (if applicable):** _____
 - **Type of Event:** _____
 - **Expected Attendance:** _____
 - **Will Cooking Take Place Under or Near the Tent/Canopy?**
☐ Yes ☐ No
 - **Will There Be Any Open Flames, Generators, or Electrical Connections?**
☐ Yes ☐ No
If yes, describe: _____
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REQUIRED DOCUMENTATION (must be attached):

- ☐ Site Plan showing location of tent(s)/canopy(s), distance from structures and property lines
 - ☐ Flame Resistance Certificate for each tent/canopy
 - ☐ Letter of Authorization (if applicant is not property owner)
 - ☐ Inspection Report (if tent was previously used)
 - ☐ Electrical permit application (if applicable)
 - ☐ Fire Safety and Evacuation Plan (for tents >400 sq ft or canopies >700 sq ft)
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ACKNOWLEDGEMENT & SIGNATURE

I hereby certify that the information provided is true and correct to the best of my knowledge and that I will comply with all applicable provisions of the NYS Fire Code and Building Code.

Applicant Signature: _____

Date: _____

FOR CODE ENFORCEMENT USE ONLY

- Application Received: _____
- Approved By: _____
- Permit Number: _____
- Permit Fee: \$_____
- Inspection Required: ☐ Yes ☐ No
- Date of Inspection: _____
- Notes: _____