



Peter G. Crummey
Town Supervisor

Temporary Tent/Membrane Structure Permit Application

Town of Colonie Building and Fire Services Department

Public Operations Center, 347 Old Niskayuna Road
Latham, New York 12110

Phone (518) 783-2706

www.townofcolonie.gov/departments/building

Zoning Verification # _____

Permit # _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. If the owner is not the applicant, the applicant swears that the proposed work is authorized by the owner and that the applicant is authorized to make such application.

APPROVAL/DISAPPROVAL

Address of Tent Site _____

Number

Street

City

State

Zip

Event Name (if applicable) _____

Installation Company: _____ Installer Contact Phone: _____

Installation Date: _____ Removal Date: _____ Total Duration (including setup and breakdown): _____ days

Number of Tents: _____ Tent Manufacturer: _____

If more than one tent please attach additional information to application

Tent Size (Length x Width or diameter) _____ Total Square Footage _____ sq ft

Tent Type: ☐ Pole Tent ☐ Frame Tent ☐ Tension Tent ☐ Other: _____

Property Owner(s) Name _____ Phone _____

Address _____

Number

Street

City

State

Zip

Name of applicant _____

Address _____

Number

Street

City

State

Zip

Phone (W) _____ (Cell) _____ Email _____

Name of Business/Organization (if applicable) _____

Proposed Use: ☐ Private Event ☐ Sales ☐ Public Assembly ☐ Other: _____

Maximum Occupant Load Requested: _____ persons

Will alcohol be served? ☐ Yes ☐ No

If yes, contact Town of Colonie Clerk's Office for permit

Will food be prepared inside tent? ☐ Yes ☐ No

If yes, describe cooking equipment: _____

Will heating equipment be used? ☐ Yes ☐ No

Type: _____

If yes, carbon monoxide detector is required.

Will generators be used? ☐ Yes ☐ No

If yes, must be set up 20 feet minimum from tent.

1. This application must be completed legibly in ink and submitted to the Town of Colonie Building Department in person or by mail.
2. This application must be accompanied by two (2) sets of plans showing proposed construction and two (2) sets of specifications. Plans and specifications shall describe the nature of the work to be performed.
3. The work covered by this application may NOT be commenced before the issuance of a Building Permit.
4. Upon approval of this application, the Building Dept. will issue a building permit to the applicant together with an approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises and available for inspection throughout the progress of the work.
5. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy is granted by the Building Dept.
6. **A site plan must be submitted showing:** Property lines, existing buildings, location of tent(s), distance from structures (minimum 20 feet unless otherwise approved), distance from property lines, fire lanes (minimum 20 feet clear width), location of fire hydrants, emergency access points, portable toilets (if applicable), generator placement, cooking equipment location, interior layout (including tables and chairs).