



OFFICE OF THE FIRE MARSHAL

Village of Sag Harbor
55 Main St., PO Box 660
Sag Harbor, N.Y. 11963
631-725-2804
631-725-4852 fax
firemarshal@sagharborNY.gov

APPLICATION FOR TENT/CANOPY PERMIT

A PERMIT IS REQUIRED FOR ANY TENT OVER 200 SQUARE FEET, A CANOPY OVER 400 SQUARE FEET, OR A GATHERING OF 50 PERSONS UNDER ANY MEMBRANE STRUCTURE

CANOPY. A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

TENT. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except By air or the contents that it protects.

APPLICANT	
NAME	_____
ADDRESS	_____
CITY/STATE/ZIP	_____
PHONE	_____

TENT CONTRACTOR	
NAME	_____
ADDRESS	_____
CITY/STATE/ZIP	_____
PHONE	_____

CUSTOMER/EVENT LOCATION	
NAME	_____
ADDRESS	_____
CITY/STATE/Zip	SAG HARBOR, NY 11963
PHONE	_____

EVENT INFORMATION	
# PERSONS ATTENDING	_____
EVENT COORDINATOR	_____
CONTACT NUMBER	_____
DATE/TIME OF EVENT	_____

TENT/CANOPY DETAILS	
DIMENSIONS	_____ COLOR _____
SIDES/DROPS	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT PERCENTAGE OF PERIMETER WILL HAVE SIDES? _____
DESCRIBE USE	_____ _____

SIGN/DATE: _____ NAME: _____	RECEIVED: ____/____/____
	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
	IF DENIED, REASON: _____
	BY: _____
	PERMIT NUMBER: _____

TENT PERMIT APPLICATION GUIDELINES

APPLICATIONS MUST INCLUDE ALL THE FOLLOWING:

- A DETAILED SITE AND FLOOR TO INCLUDE (50 OR MORE PERSONS ONLY):
 - MEANS OF EGRESS FACILITIES
 - SEATING CAPACITY
 - ARRANGEMENT OF THE SEATING
 - LOCATION OF HEAT AND ELECTRICAL EQUIPMENT

- A CERTIFICATION OF FLAME RESISTANCE FOR THE TENT MEMBRANE, SIDEWALLS, BUNTING AND COMBUSTIBLE DECORATIONS TO INCLUDE:
 - NAMES AND ADDRESS OF THE OWNERS OF THE TENT
 - DATE THE FABRIC WAS LAST TREATED WITH FLAME-RESISTANT SOLUTION
 - TRADE NAME OR KIND OF CHEMICAL USED FOR TREATMENT
 - NAME OF PERSON OR FIRM TREATING THE MATERIAL
 - NAME OF TESTING AGENCY AND TEST STANDARD BY WHICH THE FABRIC WAS TESTED

- TENTS MAY NOT BE LOCATED WITHIN 20 FEET OF LOT LINES, BUILDINGS, OTHER TENTS, PARKED VEHICLES OR INTERNAL COMBUSTION ENGINES.
- NO COMBUSTIBLE MATERIAL SUCH AS HAY OR STRAW SHALL BE LOCATED WITHIN ANY TENT.
- NO COMBUSTIBLE MATERIAL OF ANY TYPE IS ALLOWED UNDER SEATING.
- COMBUSTIBLE MATERIALS OR VEGETATION THAT COULD CREATE A FIRE HAZARD ARE PROHIBITED WITHIN 20 FEET OF THE TENT.
- SMOKING IS PROHIBITED IN THE TENT. APPROVED "NO SMOKING" SIGNS SHALL BE CONSPICUOUSLY POSTED.
- DEVICES EMITTING FLAME, FIRE, OR HEAT SHALL NOT BE PERMITTED INSIDE OR LOCATED WITHIN 20 FEET OF THE TENT.
- FLAMMABLE LIQUIDS, FLAMMABLE GAS, CHARCOAL OR OTHER COOKING DEVICES SHALL NOT BE PERMITTED INSIDE OR LOCATED WITHIN 20 FEET OF THE TENT.
- PORTABLE FIRE EXTINGUISHERS SHALL BE PROVIDED IN ACCORDANCE WITH THE FIRE CODE OF NY STATE.
- EXIT SIGNS SHALL BE PROVIDED AND CONTINUOUSLY ILLUMINATED.
- EXITS SHALL BE ILLUMINATED.

COOKING TENTS

- COOKING TENTS SHALL BE SEPARATED FROM OTHER TENTS BY A MINIMUM OF 20 FEET.
- COOKING AND HEATING EQUIPMENT IS PROHIBITED WITHIN 10 FEET OF EXITS OR COMBUSTIBLE MATERIAL.
- LP GAS CONTAINERS SHALL BE SECURED OUTSIDE THE TENT. SAFETY RELEASE VALVES SHALL BE POINTED AWAY FROM THE TENT.