



Village of Saranac Lake

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TENT PERMIT APPLICATION

Please Note: A permit is **required only for tents exceeding 400 square feet** in size, in accordance with Section 3103.1 of the 2025 New York State Fire Code.

Notice to Applicants – Tent Installation Requirements

Pursuant to the 2025 New York State Fire Code, Chapter 31, all applicants seeking to install a temporary tent or membrane structure within the Village of Saranac Lake must comply with the following safety and documentation requirements prior to issuance of a permit:

Required Submissions and Safety Criteria:

- A detailed site plan indicating tent placement, dimensions, emergency exits, fire access routes, and adjacent structures.
- Valid documentation of flame resistance for all tent materials, in compliance with Section 3104.2.
- A current certificate of occupancy, if the tent is part of or connected to an occupied structure.
- Verified access for fire apparatus and clear paths for emergency response vehicles.
- Properly located and maintained fire extinguishers as required by Section 3104.12.
- A clearly marked emergency exit layout, including exit signs and illuminated egress paths where applicable.
- Specifications regarding any heating or cooking equipment, including type, placement, and safety provisions.

Failure to submit required documentation or adhere to these standards may result in denial of the tent permit or enforcement action pursuant to the New York State Fire Code.

Applicant Information:

1. Applicant Name: _____
2. Organization Name: _____
3. Phone: _____ Email: _____
4. Address: _____

Tent Information:

1. Tent Location: _____
2. Tent Company: _____
3. Date(s) of Use: _____
4. Size of Tent: _____ 4. Tent Type (pole, frame, other): _____
5. Expected number of Occupants: _____
6. Tent Setup Date: _____ Take Down Date: _____

Tent Permit Fee: \$50.00

Please provide the tent company's general liability insurance

I certify that the information provided is accurate and I will comply with all applicable fire safety requirements of the 2025 NYS Fire Code Chapter 31.

Signature: _____

Date: _____