

Village of East Hampton  
1 Cedar Street  
East Hampton N.Y. 11937  
Department of Fire Prevention  
Telephone: 631-324-0763 Fax 631-324-0116  
Email: [kcollum@easthamptonvillage.org](mailto:kcollum@easthamptonvillage.org)

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## TENT PERMIT

**TENT PERMIT PROVIDE THE FOLLOWING:** Incomplete applications will not be issued a permit. Please make sure all documentation is submitted.

1. **\*\*\* Make check payable to the Village of East Hampton.**
2. **\*\*\* Provide a detailed site plan indicating all tent locations and dimensions to all surrounding items within (20) feet of tent.**
3. **\*\*\* If more than 50 people are attending provide a detailed interior plan as per NYSFC (2020 edition) section 3103.6**
4. **\*\*\* Provide affidavit(s) in accordance with NYSFC (2020 edition) as per section FC3104.2 and FC 3104.4**

**SPECIAL REQUIREMENTS:**

1. Tents are to have 12 feet clear on all sides for a fire break per NYSFC (2020 edition) section FC3103.8.6
2. There is NO COOKING under the tent(s) without specific written approval by the Fire Marshal.
3. Provide free and clear egress from the tent, exits shall be marked and maintained as per NYSFC (2020 edition) section FC3103.12.
4. NO tent(s) shall be installed in driveways that will obstruct any access to the house and or other properties or structures.
5. Open flame devices shall not be allowed inside or within (20) feet of the tent. Includes candles, tiki torches or similar devices.
6. ALL DECORATIONS INSIDE THE TENT SHALL BE FLAME RESISTANT in accordance with NYSFC (2020 edition) section 3104.2 and 3104.4.
7. Electric wiring & equipment shall conform to the NFPA 70 2017.
8. Tent Fire extinguisher(s) shall be hung in a visible and accessible location and be provided in quantities as required by NYSFC 2020 FC 906.
9. Tent permits must be conspicuously posted and readily available for viewing when requested by any CEO.
10. \*\* All elevated platforms used will require a NYS licensed PE stamp/seal approval certifying that the structural stability of the platform, imposed loads, handrails, stairs, ramps and all applicable provisions of the NYSBC Building and Fire Code (2020) are in compliance. Certification letter to be submitted prior to occupying and or loading the structure / platform.
11. Parties over 250 people and/or when required by the Fire Marshal shall be equipped with trained crowd / fire manager(s).
12. If temporary liquefied petroleum gas (LPG) is proposed for use on site a separate permit is required. Please submit both applications together.

All requested information shall be completely filled out and provided:

NUMBER OF PERSONS ATTENDING: \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

APPLICANT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT ADDRESS: \_\_\_\_\_

OWNER / TENANT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

TENT COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TENT SIZE \_\_\_\_\_

DATE(S) & TIME TENT(S) IS TO BE ERECTED: \_\_\_\_\_ WILL THE TENT(S) HAVE SIDES? YES / NO

DATE & TIME TENT(S) WILL BE READY FOR INSPECTION: \_\_\_\_\_

DATE(S) & TIME TENT(S) IS TO BE USED: \_\_\_\_\_

DATE(S) & TIME TENT(S) IS TO BE REMOVED: \_\_\_\_\_

Tent permit fees are based on the total square footage to be installed on site. Tents, canopies, marquees and other membrane structures shall all be included in the total square footage calculation.

Less than 1,500sq = \$100 1,500sq – 3,600sq = \$150 3600sq – 10,000sq = \$200 10,000 - 15,000 = \$250 15,000+sq = \$350 \* Late Fee (Application received less than 2 days prior to the installation date) = \$50

Total square footage = \_\_\_\_\_ Additional Fee(s) = \_\_\_\_\_ Total Payment = \_\_\_\_\_

*I the undersigned applicant have hereby read the conditions and understand that I am responsible to comply with all the regulations stated above including NYSFC (2020 edition) Chapter 31. I also hereby confirm that the property owner and authorized tenant have been made aware of this submitted application and have no objections with the Fire Marshal's Office issuing a tent permit and accessing the property to perform any required inspections for the above location during any reasonable hours. Any false statement made herein is punishable as a misdemeanor, pursuant to section 210.45 of the New York State Penal Law.*

Print full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(MAKE CHECK PAYABLE TO THE VILLAGE OF EAST HAMPTON)