

# TEMPORARY TENT/MEMBRANE STRUCTURE

## PERMIT APPLICATION & FILING INSTRUCTIONS

### BUILDING DEPARTMENT

VILLAGE OF RYE BROOK

938 KING STREET, RYE BROOK, NY 10573

PHONE (914) 939-0668 FAX (914) 939-5801

[www.ryebrook.org](http://www.ryebrook.org)

### THE FOLLOWING CODE SECTIONS ARE REPRINTED FROM THE NEW YORK STATE FIRE CODE

**§3103.2.** Tents and membrane structures having an area in excess of 400 square feet (37 m2) shall not be erected, operated or maintained for any purpose without first obtaining a permit from the fire code official (Building Department).

**Exceptions:**

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with all of the following:
  - 2.1. Individual tents having a maximum size of 700 square feet (65 m2).
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658mm), not exceeding 700 square feet (65 m2) total.
  - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

**§3103.5.** Temporary tents, air supported, air inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12 month period on a single premises.

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### TENT PERMIT APPLICATIONS MUST BE SUBMITTED AT LEAST TEN (10) BUSINESS DAYS PRIOR TO THE SCHEDULED EVENT.

### PRIOR TO THE ISSUANCE OF A PERMIT, THE APPLICANT MUST SUBMIT THE FOLLOWING:

1. A properly completed & notarized Tent Permit Application.
2. Application Filing Fee: [**Residential = \$75.00**] [**Commercial = \$225.00**] (application fees are non-refundable)
3. Three copies of a dimensioned site plan showing the exact locations of all proposed tents and related equipment including; heating/cooling equipment, LP gas tanks, generators, etc... The site plan must also include detailed structural information & dimensioned setbacks from proposed tents to other structures, property lines, & from other tents, and anything else as required by the Building Inspector to show compliance with Chapter 31 of the 2016 IFC.
4. Three copies of an interior layout plan of all proposed tents showing the proposed seating, tables, storage, stage/performance areas, lighting, electrical panels, cooking/serving equipment, egress path-of-travel, fire extinguishers, emergency lighting, exit signs, exit door elevations, and anything else as required by the Building Inspector to show compliance with the NY State Fire Code.
5. Copies of the current approved Certificates of Flame Resistance for all proposed tents.
6. Any electrical work requires an electrical permit, any plumbing or LP Gas installations require a plumbing permit and a tank permit.
7. Payment of the Temporary Tent Permit & C/O fee:  
**Residential = \$100.00 + \$50.00 / each additional tent.**  
(Residential Temporary Tent Permits expire five (5) days following the event unless otherwise authorized)  
**Commercial = Under 30 days = \$300.00 + \$125.00 / each additional tent.**  
**30 days or more = \$750.00 + \$150.00 / each additional tent.**  
(Commercial Temporary Tents erected over 30 days must be re-inspected every thirty (30) days at the rate of \$500/tent.)
8. A copy of the installer's valid liability insurance & workers compensation insurance.
9. An inspection by the Building Department is required prior to taking occupancy of any tent.

**DO NOT ERECT A TENT REQUIRING A PERMIT UNTIL SUCH PERMIT HAS BEEN ISSUED BY THE BUILDING INSPECTOR**

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**TENT / CANOPY / MEMBRANE STRUCTURE PERMIT APPLICATION**

**FOR OFFICE USE ONLY:**

Approval Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Disapproved: \_\_\_\_\_ Other: \_\_\_\_\_

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Application dated: \_\_\_\_\_ is hereby made to the Building Inspector for the issuance of a Permit to place a Tent, Canopy, or other Fabric or Membrane Structure on public or private property within the Village of Rye Brook in conformance with Chapter 31 of the NY State Fire Code as per detailed statement described below.

1. Job Address: \_\_\_\_\_ SBL: \_\_\_\_\_ Zone: \_\_\_\_\_
2. Business/Property Use: \_\_\_\_\_ NYS Use Class: \_\_\_\_\_
3. Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_
4. Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_
5. Tent Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_
6. Number, Size(s) & Use(s) of Tent/Canopy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Exact Location(s) of Tent/Canopy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_
9. HVAC Required: No: ( ) • Yes: ( ) Describe: \_\_\_\_\_  
\_\_\_\_\_
10. Electrical Required: No: ( ) • Yes: ( ) Describe: \_\_\_\_\_  
\_\_\_\_\_
11. Plumbing/Sanitary Required: No: ( ) • Yes: ( ) Describe: \_\_\_\_\_  
\_\_\_\_\_
12. Cooking Equipment: No ( ) • Yes ( ) Describe: \_\_\_\_\_  
\_\_\_\_\_

STATE OF NEW YORK, COUNTY OF WESTCHESTER ) as:

\_\_\_\_\_, being duly sworn, deposes and states that he/she is the applicant above named,  
(print name of individual signing as the applicant)  
and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the  
\_\_\_\_\_ for the legal owner and is duly authorized to make and file this application.  
(indicate architect, contractor, agent, attorney, etc.)

That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

**This application must be properly completed in its entirety and must include the notarized signature(s) of the legal owner(s) of the subject property, and the applicant of record in the spaces provided. Any application not properly completed in its entirety and/or not properly signed shall be deemed null and void and will be returned to the applicant.  
Please note that application fees are non-refundable.**