



**Incorporated Village of Westhampton Beach**

DEPARTMENT OF BUILDING AND ZONING

165 Mill Road, Westhampton Beach, New York 11978

(631) 288-3478 – Fax (631) 288-4332



**TENT PERMIT APPLICATION AND CHECKLIST**

Tents erected on residential or commercial property within the Village of Westhampton Beach must comply with applicable Village and State Codes. The purpose of these regulations is to protect both the general welfare of adjoining property owners and the life safety and well-being of occupants of the tent structure.

Village Code §167 & §197-41 requires a permit for all such tents and has adopted the Fire Code of the State of New York State. Chapters 31 of the Building & Fire Codes define a tent as a “structure,” albeit a temporary one, and therefore must comply with these codes. If there are any obstructions to free and clear egress, such as, but not limited to sidewalls, then existing must be addressed. Exit lights and illuminated exiting may be required to be provided based on occupancy.

Applications should be **submitted a minimum of two (2) weeks** in advance prior to the event in order to process the application and ensure that the event runs safely and smoothly.

**FILING FEES: (Tents over 200 Square Feet)**

TENTR	Residential	\$100.00
TENTC1	Commercial (up to 2,000 square feet)	\$200.00
TENTC2	Commercial (over 2,000 square feet)	\$300.00

**TENT PERMIT REQUIREMENTS (Initial each as applicable)**

	1. Submit completed permit application (page 2)
	2. Submit a plot plan showing the location of the tent(s).
	3. Submit two (2) floor plans. Include seating capacity & arrangement. Provide location & type of electrical and heating equipment.
	4. Submit a copy of the flame-retardant certificate for the tent fabric and an affidavit attesting to the fact that this document represents all fabrics in use by this Company
	5. There will be <b>NO SMOKING &amp; NO COOKING</b> under the tent(s).
	6. The tent(s) shall be erected so as to provide free and clear egress from the area of exits and are to be clearly marked and maintained.
	7. Tents in excess of 800 square feet shall require an affidavit from an architect or engineer stating it has been erected in compliance with NFPA 102 and 2020 Fire Code of New York State Chapter 31

<b>For Office Use</b>			
<b>Application:</b>	Receipt # _____	Fee \$ _____	Date Received: _____
<b>Permit:</b>	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Permit # _____	Date Issued: _____
<b>Compliance:</b>	Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Certificate # _____	Date Issued: _____
<b>REMARKS:</b> _____			
_____ Mayor (for Ch 167 tent permits only)		_____ Fire Marshal	



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**TENT PERMIT APPLICATION**

\_\_\_\_\_ This tent is issued under Chapter 167 of the Village Code.

§167-3 Term of permit: **No permit shall be granted for a period in excess of five consecutive days, and the tent or other similar type structure must be removed within the time prescribed in the permit.** §167-5 Number of permits per address is limited.

**NO MORE THAN THREE PERMITS MAY BE ISSUED FOR THE SAME PROPERTY IN ANY CALENDAR YEAR**

\_\_\_\_\_ This tent is issued under §197-41 of the Village Code.

§197-41 Tents.

(A) No tents or other structures of a permanent nature which are enclosed either partially or completely by canvas or fabric-type material shall be constructed, installed, used, maintained or permitted in any Zoning District, except that awnings shall be permitted.

(B) The provisions of this section shall not apply to any parcel of property which is used as a one-family or two-family residential dwelling.

(C) A standard restaurant with approved or pre-existing outdoor dining shall be entitled to erect a canvas or fabric covering over the outdoor seating area. Said covering may only be erected and used during the period of May 15 to September 15 of each year.

Number of tent(s) \_\_\_\_\_ Number of Canopies \_\_\_\_\_ Number of Awning(s) \_\_\_\_\_

Size of tent(s) \_\_\_\_\_ Size of Canopy \_\_\_\_\_ Size of awning(s) \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Telephone No.: \_\_\_\_\_

Name of Business / Organization Owner: \_\_\_\_\_

Location of Event: \_\_\_\_\_, Westhampton Beach

Property Owner Address: \_\_\_\_\_

Property Owner Telephone No.: \_\_\_\_\_

Activity Planned: \_\_\_\_\_

Date(s) and approximate time tent(s) to be used: \_\_\_\_\_

Date and approximate time tent(s) to be erected: \_\_\_\_\_

Date of Application: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature



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**TENT FLAME SPREAD AFFIDAVIT**

State of \_\_\_\_\_ )  
 ) ss.:  
 County of \_\_\_\_\_ )

I, \_\_\_\_\_, being duly sworn, deposes and residing at:

\_\_\_\_\_ states that he/she is the owner in fee/officer in the Corporation which is the owner of the tent(s) to be erected at \_\_\_\_\_, Westhampton Beach, New York 11978,

and that he/she attests that the attached/enclosed Certificates of Flame Spread Rating accordance with NFPA 701 shall be for all fabrics used as tents or canopies and erected at the above-mentioned location.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature

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

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



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### **ADDITIONAL REQUIREMENTS FOR TENT INSTALLATIONS**

The following is a list of additional requirements that must be fulfilled to be in compliance with the Fire Prevention Local Law of the Incorporated Village of Westhampton Beach, New York. This does not preclude compliance with more stringent requirements of the Building Code of New York State or any other governmental agencies.

A site plan detailing the location of the tent in relation to buildings and/or parking lots is required. Submit one (1) detailed plan.

A floor plan showing emergency exits, aisles, doors or other obstructions shall be drawn to some type of scale and identified on the plan, unless dimensions are provided.

All tents in excess of 800 square feet SHALL require an affidavit from an architect or engineer stating the tent has been erected in accordance with NFPA 102 & Chapter 31 of the 2020FCNYS. Letter SHALL have an architects or engineers stamp affixed to the document.

No tent shall be allowed within any Fire Department access lane.

The ground enclosed by the tent and at least 10 feet from the perimeter shall be cleared of all flammable or combustible material and vegetation. The premise shall be kept free from such materials for the duration of the tent operation.

The tent shall have the fire-resistant certification permanently attached to it.

Each side pole must be securely anchored to an approved earth, concrete or asphalt anchoring system. Water buckets or barrels are unacceptable. Stake anchors are recommended wherever possible.

No guy wire or rope shall cross any means of egress at a height of less than 7 feet. Tent stakes adjacent to exits shall be railed off, capped or covered so as not to prevent a hazard to the public.

Curtains shall be permitted across egress openings only if they are distinctly marked in contrast to the tent wall so as to be recognizable as means of egress and provide a minimum of 6 feet wide.

If exits from the tent do not discharge directly into a street or public way, unobstructed lanes suitable to accommodate the occupant load shall be maintained clear to the street or public way.

Electrical installations shall conform with NFPA 70. Wiring and equipment shall be installed, maintained and operated in a safe and workmanlike manner. Portable equipment shall be inspected daily by a qualified person and any defects found shall be corrected before the public is admitted.

Emergency lighting units SHALL BE installed to light the exit ways and means of egress during the hours of darkness. Heating equipment shall not be used without prior permission and inspection by this Division. Carbon monoxide alarms shall be installed where fuel heating equipment & tent side panels are utilized.

Smoking shall not be permitted within the tent. Install approved “NO SMOKING” signs at the entrances and in the tent.

Flammable liquids and gases shall not be handled or stored within the tent. Open flame devices are not permitted in the tent. Cooking is not permitted under the tent. A separate canopy is required, separate from the main tent.

At least one method of fire alarm and emergency communications shall be provided.

Install approved fire extinguishers, rated at least 2A-40BC, in accessible and visible locations within the means of egress. All extinguishers to be correctly tagged.

Contact Fire Marshal to set a date for compliance inspection. Permission will not be in effect without meeting the above requirements.