



Town of Washington

Building Department
10 Reservoir Drive • P.O Box 667
Millbrook, NY 12545

(845) 677-3419 EXT 112 • buildinginspector@washingtontny.org

TENTS AND TEMPORARY SPECIAL EVENT STRUCTURES

Per the requirements of Chapter 31 of the 2020 Fire Code of New York State: A building permit is required for tents over 400 square feet; except those used exclusively for recreational camping, or those open on all sides and no larger than 700 square feet, individually or in aggregate.

This application is to be submitted not less than (3) business days in advance. Along with this completed application shall be:

1. A site plan showing the proposed installation, including relative distances to property lines, parking, and existing structures. For tents with an occupant load of greater than 50 persons, a floor plan detailing seating locations and capacity, paths of egress and required signage, and any systems such as electrical, heating or sanitation, showing type and location.
2. Property Owner's Authorization form and proof of Worker's Compensation Insurance as required.
3. A copy of the structure(s) Affidavit of Flame Propagation, or completed section below.

Applicant: Name _____

Address: _____ Phone: _____

Email: _____

Property: Address: _____

Owner's Name: _____ Phone: _____

Email: _____

Tax Grid ID Number: _____ Zoning District: _____

Owner same as applicant **OR** Owner's Authorization Form Attached

Installer/Rental Agency: Write in "same as Applicant" if same as Applicant

Name: _____

Address: _____

Email: _____ Phone: _____

Please attach proof of Worker's Compensation Insurance

Required Information:

Size of tent or structure (square feet): _____ Over 700 square feet: **Y N**

Duration of proposed use: _____

Description of proposed use: _____

Number of occupants: _____ Over 50 occupants: **Y N**

Description of proposed systems, including electrical, heating or cooling, cooking, lighting, etc. (Please attach any relevant documentation): _____



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Please attach a site plan showing proposed location, as well as distance to: Lot lines, other buildings, tents or structures, parked vehicles and internal combustion engines.

Minimum 12' clear fire break/access road to be maintained around structure? **Y N**

Minimum 20' from lot lines, buildings, other tents, parked vehicles, etc.? **Y N**

Minimum of (2) inspections will be conducted by permittee, owner or agent? **Y N**

Fire extinguishers provided and maintained on site? **Y N** If yes; what class? **A B C D K**

If occupancy exceeds 50, please attach a floor plan detailing seating capacity, location and type, means of egress including required signage, and location and type of systems including electrical, sanitation, heating and cooking.

Permit is to be visibly displayed at the site and to remain visible until the tent(s) or temporary event structure(s) are removed.

Affidavit of Flame Propagation Performance (copy to be maintained on site as well)

- 1) Name and address of owner of tent: _____

- 2) Date fabric was last treated with flame retardant: _____
- 3) Type of chemical used: _____
- 4) Name of person or firm treating the material: _____
- 5) Name of test agency and test standard used: _____

Applicant: _____ **Date:** _____
SIGNATURE

Building Inspector: _____ **Date:** _____

FOR OFFICE USE ONLY: Permit Number: _____ Permit Fee: \$150 Check Number: _____

- No Open Permits or Violations Insurance Plans and Site Plan Plan Review Site Visit

Reason if denied: _____

Fire Department notification required: **Y N**

Crowd Managers required: **Y N**

Emergency Plan required: **Y N**