



RIVERHEAD TOWN FIRE MARSHAL  
201 Howell Avenue  
Riverhead, New York 11901

Permit No. \_\_\_\_\_

APPLICATION FOR  
TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED MEMBRANE STRUCTURE  
**FEE – SEE ATTACHED SCHEDULE**

*All Tents/Membrane structures shall follow Intl. Fire Code Chap. 31 and Riverhead Town Code Chap. 231.*

Name of Sponsor/Event: \_\_\_\_\_

Location or Venue & Address (*where tent is placed*): \_\_\_\_\_

*Person in charge of event and to whom notices under the Town ordinance shall be addressed and mailed:*

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mailing Address (*if different from above*): \_\_\_\_\_

Company supplying/erecting tent: \_\_\_\_\_

Contact Name/No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number & Dimension of Tent(s): \_\_\_\_\_

\*Date tent(s) is to be erected: \_\_\_\_\_ Date tent is to be removed: \_\_\_\_\_

*\*Please call the Office of the Fire Marshal 727-3200 ext. 266 and leave message when tent is erected*

**The following must be submitted as part of this application:**

- *Liability insurance certificate (listing the Town of Riverhead as additionally insured)*
- *Site map (showing where tent(s) are being placed at site)*
- *Certificate of flame resistance.*
- *Tents may only be erected with tent stakes. Any other method of securing shall be signed off on by a licensed engineer and submitted to the Fire Marshal for approval prior to erecting any tent or membrane structure.*

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**\*\* NOTE: THIS PERMIT IS INDEPENDENT OF ZONING REGULATIONS AND IS NOT INTENDED TO INFER THAT THE TENT/CANOPY IS A PERMITTED USE UNDER ZONING REGULATIONS**

Additional permits may be required for special events; please contact the Town Clerk at 727-3200 ext. 262

**TENTS MAY ONLY BE ERECTED FOR A PERIOD OF 180 DAYS PER CALENDAR YEAR**

I hereby attest that the information presented herein is true and accurate to the best of my knowledge.  
I furthermore acknowledge that incorrect or inaccurate information may result in the permit being denied.

Signature \_\_\_\_\_

APPROVED  DISAPPROVED – Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* THIS PERMIT SHALL BE CONSPICUOUSLY PLACED BY PERSON IN CHARGE \***

**§ 64-9. Fire-prevention permit fees.**

(n) Tents. Applicants for permits to erect a tent on commercial/industrial properties will be required to submit a certificate that the tent is made of flame-resistant materials. The fee shall be as follows:

First tent 400 to 1,000 sq. ft. - \$175.00;

First tent 1,000 to 5,000 sq. ft. - \$200.00;

First tent 5,000 to 10,000 sq. ft. - \$225.00;

First tent 10,000 sq. ft. or greater \$250.00;

Each additional tent \$125.00.

Requirements for Tents, Canopies & Membrane Structures as per  
Intl. Fire Code Chap. 31 and Riverhead Town Code Chap. 231

In accordance with the International Fire Code Chap. 31, a permit shall be required from the Fire Marshals Office for the erection and use of each tent, membrane structure and/or canopy 400 square feet and larger will require a permit. This permit will be in addition to any Chapter 255 (Special Event) permit. Application/permit and insurance requirements are listed below. Should you have any questions please contact the Office of the Fire Marshal at 631-727-3200 ext. 601.

Additionally any tent, membrane structure, or canopy with an occupant load in excess of 300 or more people will require a separate permit from the New York State Department of Labor.

Definitions-

Membrane Structure- “An air-inflated, air supported cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent or canopy.”

Tent- “A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects”.

Canopy- “A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

*\*\*A canopy is an architectural projection or structure composed of a rigid structure over which a membrane covering is typically attached, providing overhead weather protection, a means of identity or decoration, It may be supported by both the building to which it is attached and stanchions at the outer end or may be free- standing and completely supported by stanchions. Note the definition requires that the canopy be overhead only, except for a drop on one side or 25 percent of the perimeter. Structures with more than 25 percent of their perimeter enclosed by drops fall under the definition of a “Tent”.*

Application/Inspection:

Applications shall be completed in full. Applications shall have the following documentation provided;

A certificate of flame resistance for each tent/canopy/sidewall, etc. to be erected or on the site shall be provided.

A certificate of insurance naming the Town as additional insured (see guidelines).

Diagrams shall be provided with the application. The diagrams should show the following:

A site plan indicating the location of the tent on the property in relation to other structures, roads, etc. Additionally, a floor plan shall be provided indicating occupant load, aisle width, exit location, exit width, exit signs, emergency lighting units, travel distance to exits, etc.

An inspection of the tent/canopy will be conducted prior to the issuance of the permit.

Requirements:

Tents/canopies shall be installed and maintained in accordance with the *International Fire Code Chpt. 31*.

The area under the tent/canopy, and an area twenty feet outside the tent shall be cleared of all flammable and combustible materials.

Cooking shall be prohibited under tents/canopies utilized for public assembly. All cooking operations shall be in accordance with the International Fire Code.

Fire extinguishers shall be provided in accordance with the International Fire Code. All fire extinguishers shall be currently inspected and be in proper working order.

Any electrical installations, heating installations, and cooling installations under one of the above mentioned permitted structures shall be in accordance with the National Electrical Code and the International Fire Code. Tents utilized for assembly purposes with sidewalls shall have illuminated exit signs and emergency lighting units installed.

Smoking shall be prohibited under any tent/canopy. No smoking signs shall be provided in accordance with the International Fire Code.

All tents/canopies shall be staked in place. Any other method of securing shall be signed off on by a licensed engineer and submitted to the Fire Marshal for approval prior to erecting any tent or membrane structure. A utility mark out may be required prior to erection.

Certificate of Insurance – Guidelines:

The certificates should show evidence of Comprehensive General Liability limits of not less than \$1,000,000 per occurrence, Worker’s Compensation with statutory limits and Auto Liability limits of \$1,000,000 (If use of vehicles is applicable).

If the sale of alcohol shall take place at the event, the certificates shall provide evidence of liquor liability with limits of not less than \$5,000,000 per occurrence.

The carriers providing coverage must be approved by the Town.

Certificates should indicate the “Town of Riverhead, Et. Al.” as **additional insured** with regard to a tent, tent sale or special event, including date event is scheduled.

Questions regarding liability insurance should be directed to the Town Attorney Office at (631) 727-3200 ext. 215