



**TOWN OF GREENBURGH
BUILDING DEPARTMENT**

177 HILLSIDE AVENUE, GREENBURGH, NEW YORK 10607

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Fee: \$100

APPLICATION # _____ - _____

**APPLICATION FOR OPERATING PERMIT FOR
TEMPORARY TENT, MEMBRANE AND/OR CANOPY STRUCTURES**

An operating permit is required for the erecting of tents and membrane structures having an area in excess of 200 square feet (19 m2) and canopies in excess of 400 square feet (37 m2) and must be in compliance with Chapter 24 of the Fire Code of New York State and Greenburgh Town Code. \$100 Fee per Tent/Canopy/Membrane

For Office Use Only

Inspector Assigned: _____

Approved By: _____

SUBJECT PROPERTY INFORMATION

Street Address _____ City _____ Zip _____

Floor # _____ Suite # _____ Room # _____

Parcel ID: _____ Occupancy Class _____

OWNER/LESSEE INFORMATION

Owner _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

Lessee _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

APPLICANT INFORMATION

Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

I hereby certify that I am duly authorized to make an application for an operating permit

Signature _____ Date _____

TEMPORART TENT, MEMBRANE AND/OR CANOPY STRUCTURES

Tent Rental Co.: _____ Telephone #: _____

Tent Co. Address: _____

Use of Tent: _____

Date of Tent/Canopy/Membrane Structure Setup: _____ Take-Down _____ (Maximum 180 days)

Number of Tents: _____ Number of Canopies: _____ Number of Membrane Structures: _____

Check One: Tent Canopy Membrane Structure

Length: _____ Width: _____ Height: _____ Capacity: _____ No. of Exits: _____ Structural/Frame Material _____
Wood, Metal, etc

The Following Will Be Provided:

Exit Lights General Lighting Fire Extinguishers Emergency Lighting Heating/Cooking Appliances

Fuel Type _____

Check One: Tent Canopy Membrane Structure

Length: _____ Width: _____ Height: _____ Capacity: _____ No. of Exits: _____ Structural/Frame Material _____
Wood, Metal, etc

The Following Will Be Provided:

Exit Lights General Lighting Fire Extinguishers Emergency Lighting Heating/Cooking Appliances

Fuel Type _____

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Fuel Type _____

A Westchester County licensed electrician must file for any and all electrical work.

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

Construction documents. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

Inspections The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period. When required by the code enforcement official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

Access. Fire apparatus access roads shall be provided in accordance with Section 503.

Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

Exceptions:

1. Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet (1394 m²).
2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:
 - 2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m²).
 - 2.2. The aggregate floor area of the building and membrane structure, tent or canopy shall not exceed the allowable floor area including increases as indicated in the Building Code of New York State .
 - 2.3. Required means of egress provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.
 - 2.4. Fire apparatus access roads are provided in accordance with Section 503 of the Fire Code.

Location of structures in excess of 15,000 square feet in area. Membrane structures having an area of 15,000 square feet (1394 m²) or more shall be located not less than 50 feet (15 240 mm) from any other tent or structure as measured from the sidewall of the tent or membrane structure unless joined together by a corridor.

Connecting corridors. Tents or membrane structures are allowed to be joined together by means of corridors. Exit doors shall be provided at each end of such corridor. On each side of such corridor and approximately opposite each other, there shall be provided openings not less than 12 feet (3658 mm) wide.

Fire break. An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, canopies and membrane structures unless otherwise approved by the code enforcement official.

Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the code enforcement official on request.

Temporary air-supported and air-inflated membrane structures. Shall comply with all regulations outlines in Chapter 24 of the Fire Code of New York State.