

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

THE FOLLOWING APPLICABLE CODE SECTION IS REPRINTED FROM CHAPTER 24 OF THE 2010 FIRE CODE OF NEW YORK STATE

§2403.2 Approval required. 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) shall not be erected, operated or maintained for any purpose without first obtaining a permit, when required by [Section 109](#), and approval from the code enforcement official.

Exceptions:

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

TENT PERMIT APPLICATIONS MUST BE SUBMITTED AT LEAST FIVE (5) 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. Filing Fee: [Residential = **\$75.00**] [Commercial = **\$150.00**] (application fees are non-refundable)
3. Three copies of a dimensioned site plan showing the exact locations of all proposed tents and/or canopies & related equipment including; heating/cooling equipment, LP gas tanks, generators, etc... The site plan must also include detailed structural information & dimensioned set backs from proposed tents to other structures, property lines, & from other tents and/or canopies, and anything else as required by the Building Inspector to show compliance with Chapter 24 of the 2010 Fire Code of New York State (FCNYS).
4. Three copies of an interior layout plan of all proposed tents and/or canopies showing the proposed seating, tables, storage, stage/performance areas, lighting, cooking 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 Chapter 24 of the FCNYS.
5. Copies of the current approved Certificates of Flame Resistance for all proposed tents and/or canopies.
6. Any electrical work requires an electrical permit, any plumbing or LP Gas installations require a plumbing permit.
7. Payment of the Permit & C/O fee: Residential = **\$100.00 + \$50.00** / each additional tent
Commercial = **\$200.00 + \$100.00** / each additional tent
8. A copy of the installer's valid liability insurance & workers compensation insurance.
9. A site inspection by the Building Department is required prior to taking occupancy of any tent/canopy.

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: _____

Application dated: _____ is hereby made to the Building Inspector for the issuance of a Permit to place a Tent, Canopy, or other Membrane Structure on public or private property within the Village of Rye Brook in conformance with Chapter 24 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: 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_____

Signature of Property Owner

Print Name of Property Owner

Notary Public

Sworn to before me this _____

day of _____, 20_____

Signature of Applicant

Print Name of Applicant

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.