

ITEMS REQUIRED FOR TENT, CANOPY & MEMBRANE STRUCTURE APPLICATIONS



Town of Orangetown Building Department
20 Greenbush Road, Orangeburg, New York 10962
(845) 359-8410 www.orangetown.com

THE FOLLOWING ITEMS ARE REQUIRED IN ORDER TO ACCEPT AN APPLICATION:

1. **BUILDING/ZONING PERMIT APPLICATION** - A building permit is required for tents and membrane structures as per the New York State Fire Code, Chapter 31. The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor.
2. **CONSTRUCTION DRAWINGS** - Submit two (2) floor plans of the tent/canopy size, showing table, chairs, aisle, stage, exit signs, lighting, fire extinguishers, the size occupant load, distance from other structures and dates of use. Review the Fire Code of New York State Chapter 24 for required exits, lighting and fire protection.
3. **SITE PLAN** - Submit two (2) copies of a plot plan or survey of the property showing the location of the tent/canopy, setbacks from property lines, sanitary facilities, for multiple tent/canopy show 20' spacing and within 150 feet of an access road. Show exiting discharge, heating and cooking appliances, electrical lighting. Indicate underground electric, water and sewer line.
4. **CERTIFICATION OF FABRIC** - An affidavit or affirmation shall be submitted and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:
 - Names and address of the owners of the tent, canopy or air-supported structure.
 - Date the fabric was last treated with flame-retardant solution.
 - Trade name or kind of chemical used in treatment.
 - Name of person or firm treating the material.
 - Name of testing agency and test standard by which the fabric was tested.
5. **ROCKLAND COUNTY LICENSE, NYS WORKERS' COMPENSATION, DISABILITY INSURANCE AND EMPLOYEE LIABILITY.** Proof of insurance must be submitted from the contractor at the time of application. **ACCORD FORMS** are not acceptable as proof of insurance.
6. **DEPARTMENT OF LABOR PERMIT** - Article 27 of the Labor Law provides that a permit issued by the Commissioner of Labor is required for the operation of any amusement device or the use of any tent (with a capacity of 300 or more) or viewing stand (with a capacity of 100 or more) at carnivals, fairs and amusement parks located within the State of New York where an admission or fee is normally charged.
7. **INSPECTION & CERTIFICATE - Schedule** inspections with this office prior to using the tent or canopy. Certificate of Occupancy will be issued when the tent or canopy has been approved.

The items listed will provide the information needed for the inspector to perform a review of the application and required inspections in reference to the applicable code being applied.

1 check for \$125.00 made payable to "Town of Orangetown" (or cash):

SUBMITTED BY:

By signing below, the applicant/agent agrees that they have completed and supplied all items listed above and applicant understands that incomplete submissions may delay review and issuance of building permit.

Contact Person Name:_____ **Signature:**_____

Project Address:_____

Section: _____ **Block:** _____ **Lot:** _____ **Phone No:**_____

Email Address of Contact Person:_____