CITY OF GLEN COVE
Building Department

APPLICATION FOR TEMPORARY MEMBRANE STRUCTURE, TENT, AND CANOPY PERMIT

An area exceeding 120 square feet requires a permit from the Building Department.

A Certificate of Flame Resistance is required with **all applications**.
Any tent exceeding 1,200 square feet and all tents located in the inner fire limits, require a Tent Permit from the Nassau County Fire Marshal and a Building Permit from the City of Glen Cove Building Department.

All tents with less than 12 feet clearance between tents will be considered as a **single tent**.

Tent permit fee of **$100.00** is due per tent and permit is not to exceed one hundred eighty (180) days.
Please fill out an application for EACH TENT to be used.

All waivers of any fees and charges shall only be made by the Director of the Building Department or his/her designee in writing. Such written exception or waiver shall be made available prior to the processing of any permits, licenses, or permission of activity required by this code whereby such fee or charge would apply.

In order to obtain a permit, the following information must be provided:

1. A Certificate of Flame Resistance/Retardant for tent fabric is attached: ☐ **Yes** ☐ **No**

2. A plot plan or layout of the location showing the tents and their distances to the nearest buildings, structures, and property line is attached. ☐ **Yes** ☐ **No**

(If seating will be provided, show seating/chair arrangement.)

3. Address of property TENT is being used**:** _____

4. Property Owner: _____ Phone No.: _____

Owner Address: _____

5. Tent Owner / Company: _____ Phone No.: _____

Address: _____

6. Size of tent: _____ **x** _____

7. Use of tent: _____

(For large events/festivals please include tent number and/or name of vendors)

☐ ***Commercial Location*** ☐ ***1 or 2 Family Dwelling*** ☐ ***Other Location*** _____

******* Please include a SURVEY or Plot Plan showing the location of where the tent will be placed *******

9. Dates of operation: From: _____ To: _____

10. Hours of operation: From: _____ To: _____

11. Number of fire extinguishers under the tent: _____ **(see chart below for requirements)**

A minimum **2A:10BC** portable fire extinguisher shall be provided in all tents. *See chart below for number of extinguishers required based on square footage:*

0 to 499 sq ft = **1**	3001 to 5000 sq ft = **4**
500 to 1000 sq ft = **2**	5001 to 7000 sq ft = **5**
1001 to 3000 sq ft = **3**	7001 to 9000 sq ft = **6**

******** All exits must be indicated on the plan ********

13. Will there be any combustibles or flammable liquids under the tent? ☐ **Yes** ☐ **No**

14. Will the tent be heated? ☐ **Yes** ☐ **No**

15. Number of persons under tent: _____

If the tent is used as an assembly (**more than 49 persons**):

1. If used after sundown, exit and emergency lighting must be provided.
2. If assembly capacity is more than 1,000 people, a City of Glen Cove fire watch must be provided.

16. Will there be any cooking at the event? ☐ **Yes** ☐ **No**

If "yes", a City of Glen Cove firewatch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.

******** The plot plan or layout shall indicate where cooking equipment will be located ********

Smoking shall not be permitted in tents, canopies, tarps, or membrane structures. Approved "**No Smoking**" signs shall be conspicuously posted.

Applicant shall comply will all provisions of Chapter 31 – of the International Fire Code (Tents, Canopies, and other Membrane Structures)

This permit shall be issued upon completion of a site inspection by an Inspector.

_____ **Date** _____

(SIGNATURE – Owner / Applicant)

_____

(PRINT NAME)