

Town of Philipstown

Code Enforcement Office
238 Main Street, PO Box 155
Cold Spring, NY 10516

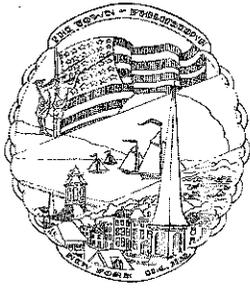
Office (845) 265- 5202 Fax (845) 265-2687

TENT, CANOPY & MEMBRANE STRUCTURES

BUILDING PERMIT PACKAGE

1. **BUILDING/ZONING PERMIT APPLICATION** – A permit is required for tents and membrane structures over 400 square feet and canopies over 1,500 square feet. The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor with the submission of the **AGENT AUTHORIZATION FORM** or any other legal instrument authorizing the applicant to sign for and obtain a Building Permit.
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** - A 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. **WORKERS' COMPENSATION and EMPLOYEE LIABILITY** – Proof of insurance must be submitted from the contractor at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.
 - Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
 - Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
 - Contractor who is self insured must submit form SI-12 or GSI-105.2 and DB-155.
 - Contractors who are exempt from Workers' Compensation must submit form CE-200.
 - An owner applying for the permit who occupies the residence may submit form BP-1 affidavit.

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** - Use the Tent and Canopy Fire Inspection Form as a check list for setup. Schedule an inspection with this office for a Certificate of Occupancy.



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OWNER CONSENT & AUTHORIZED AGENT FORM

Date: _____

I, _____, residing at _____
Owner

_____ do hereby authorize
Mailing Address, being the same as Putnam County Tax Records

_____, residing at _____
Authorized Agent

_____ to act as my agent in
Authorized Agent Resident Mailing Address

securing permits in the Town of Philipstown at the following location;

Street Address and Tax Map Number

I, as owner of this property, understand that I am responsible for any information and work submitted and performed by my agent. I further understand that each time my agent applies for a permit, that he/she must submit a new authorization form to the Town of Philipstown.

Authorized Agent's signature () phone #

Property Owner or Corporate Officers signature () phone #

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
By (Owner's name) _____, who is personally known to me or as identification shown: _____

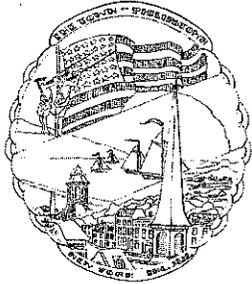
Type of Identification

Notary Public Signature: _____

Printed Name of Notary: _____

My commission expires: _____ Commission # _____

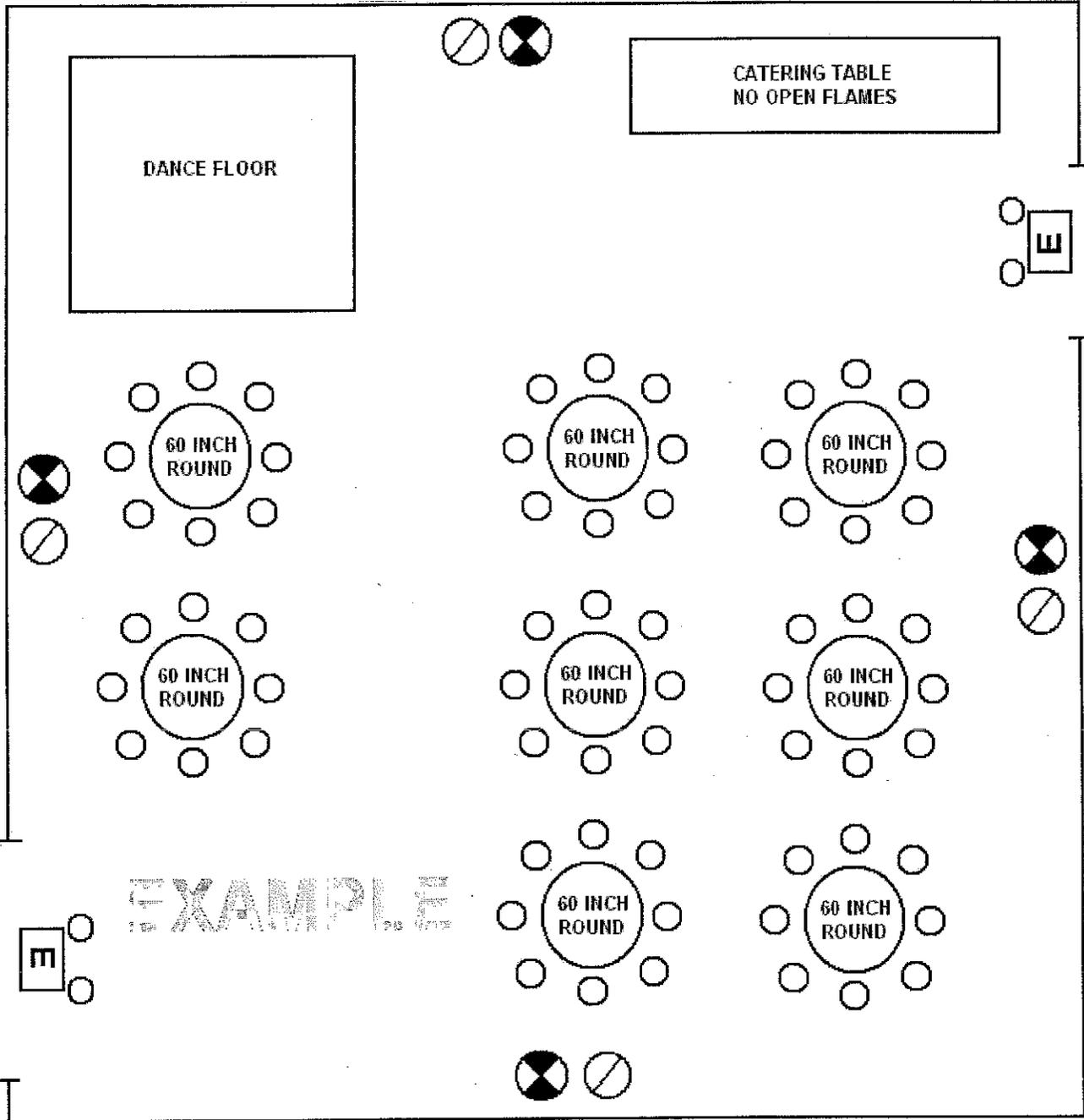
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Town of Philipstown

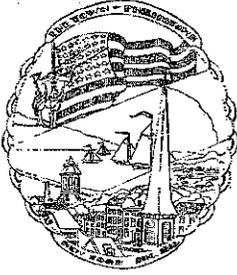
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LEGEND:

-  ILLUMINATED EXIT SIGN
-  FIRE EXTINGUISHER
-  EMERGENCY LIGHTING
-  NO SMOKING SIGNS
-  COMBINATION UNIT
-  NO SIDE WALL
-  EXIT OPENING
-  TENT SIDE WALL
-  FIRE HYDRANT
-  GENERATOR / MOTOR
-  FIRE DEPT CONNECTION
-  LIQUEFIED PETROLEUM GAS



Town of Philipstown

Office of Fire Marshal
238 Main Street, PO Box 155
Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

Tent and Canopy Fire Inspection Form

OK/NA | To be corrected or reinspection date

Access, 2403.8.1, .2, and .5

1. Fire vehicle access roads are within 150 ft. of any exterior portion of a tent or canopy.
2. Tents and canopies (includes their guy wires and support ropes) are not located within 20 ft. of lot lines, buildings, other tents, canopies, parked vehicles or internal combustion engines.
3. A fire break or fire road at least 12 ft. wide, free of obstructions, is available on all sides of tents/canopies unless the tents/canopies are side by side then the break will be on two sides.

Exits, 2403.12.1, .3 - .7 and 1004.1

4. Exits are evenly distributed around the perimeter of the tent or canopy and all points within the tent or canopy are 100 ft. or less from an exit.
5. Number and width of the exits are per the permit plans.
6. Exits will be open unless covered by a flame resistant curtain that is free sliding, color contrasting from the tent, and at least 80 inches above the floor.
7. Doors swing in direction of egress.
8. Aisles, smooth surface and unobstructed, for public use shall be at least 44 inches wide, add 1 ft. per 50 people served by that aisle.
9. Exit signs are required above each exit for tents 350 sq. ft. or more with chairs only, 750 sq. ft. or more with tables and chairs, and 1,500 sq. ft. or more for product displays.
10. Exit sign lighting and emergency power are required above each exit for tents 2,100 sq. ft. or more with chairs only, 4,500 sq. ft. or more with tables and chairs, and 9,000 sq. ft. or more for product displays.
11. The exit path in a tent/canopy must be illuminated with a light.

Fire Safety, 2404.2 -7,

12. The tent and canopy material shall be certified or labeled as fire-resistant or treated with flame retardant and proof of treatment must be available i.e., a certificate of treatment or stated on the label of the tent/canopy material. Plastic tarps are not permitted.
13. Floor coverings, combustible decorative materials, and sawdust shall be flame resistant or treated with a flame retardant.
14. Areas within and adjacent to the tent are kept clear of combustible materials and vegetation for 20 ft.
15. "No Smoking" signs are posted.
16. Open flame, devices emitting flames, any flammable/combustible liquids, gas, charcoal or other cooking devices are not permitted inside or located within 20 ft. of a tent or canopy unless approved by the Fire Official.

Fire Protection, 2404.12

17. At least one multi-purpose fire extinguisher, with a UL classification of 2-A:10-B:C, is provided for every booth unless the promoter selects the alternate method of coverage in the Fire Safety Pamphlet for Outdoor and Indoor Events.
18. Every booth using oil in the cooking process shall also provide a 40-B:C portable fire extinguisher unless the cooking involves deep fat frying or WOKS then the extinguisher must be a "K" type extinguisher.

Cooking Tents/Canopies, 2404.15.1 - .3, .6

- 19. Cooking appliances/equipment, piping, valves shall be installed per the
- 20: Gas, liquid and solid fuel-burning equipment designed to be vented, vents to the exterior, and the vent is equipped with a spark arrestor. Tent and canopy material is at least 1 ft. from the vent.
- 21. Cooking and heating equipment is at least 10 ft. from an exit and combustible materials.
- 22. Tents where cooking is performed or outdoor cooking that produces sparks or is deep-fat frying is separated from other tents and canopies by 20 ft. unless approved by the Fire Official and approved plans.

Cooking Tents/Canopies, Open Flame with no Frying or WOKS ; 2404.15

- 23. Option 1: Open flame cooking with no frying; non-combustible siding extends 6 in. above flames, with a flame retardant canopy.
- 24. Option 2: Open flame cooking with no frying; 3 sided metal shield, 1 ft. above cooking surface and a 6 inch clear space to siding, with a flame retardant canopy.

Cooking Tents/Canopies with Deep Frying or WOKS, 2404.15

- 25. Option 1: Cooking booths: siding and roofs are made of non-combustible materials (metal, cement board, or sheetrock) allows cooking with deep fat frying and WOKS in the booth.
- 26. Option 2: Cooking booths: when siding and roof, made of fire retardant treated combustible materials, using a metal hood extending at least 6 in. beyond each edge of the cooking appliance area and a roof vent with 3 inch clearance from the roof material allows cooking with deep fat frying and WOKS in the booth.
- 27. Option 3: Cooking booths: when siding and roofs are made of fire retardant treated combustible materials cannot have any open flame or frying operations in the booth unless a previous option is applied. Otherwise, it shall have a cooking area for open flame, deep fat frying, and WOKS 3 ft. to 5 ft. from the nearest edge of the main booth and any adjacent booths or buildings.

Propane Use, 2404.16.2.1, .2

- 28. Propane cylinders less than 500 water gallons in size are to be at least 10 ft. from a booth or structure. A typical barbecue tank is 5 water gallons.
- 29. Propane cylinders exceeding 500 water gallons in size are to be at least 25 ft. from a booth or structure.
- 30. Propane tanks are set on a firm foundation or adequately secured, and protected from damage.

Comments:

Office Use Only

Responsible Vendor/Promoter Signature _____ Date _____

Office Staff Inspection Performed by _____ Date _____

SF2402
DEFINITIONS

SF2402.1 Definitions. The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, have the meanings shown herein.

AIR-SUPPORTED STRUCTURE. A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

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.

MEMBRANE STRUCTURE. An air-inflated, air-supported, cable or frame-covered structure as defined by the *Building Code of New York State* and not otherwise defined as a tent or canopy. See Chapter 31 of the *Building Code of New York State*.

TENT. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

§F2403

TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES

§F2403.1 **General.** All temporary tents, canopies and membrane structures shall comply with this section.

§F2403.2 **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 §F109, and approval from the code enforcement official.

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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.

§F2403.3 **Place of assembly.** For the purposes of this chapter, a place of assembly shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

§F2403.4 **Permits.** Permits shall be required as set forth in §F109.

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§F2403.5 **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.

§F2403.6 **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.

§F2403.7 **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 such permit is required by §F109, by the permittee, owner or agent to determine that the installation is maintained in accordance with this chapter.

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Exception: Permit use periods of less than 30 days.

§F2403.7.1 **Inspection report.** When required by the code enforcement official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

§F2403.8 **Access, location and parking.** Access location and parking for

temporary tents, canopies and membrane structures shall be in accordance with this section.

§F2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with §F503.

§F2403.8.2 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 §F503.

§F2403.8.3 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.

§F2403.8.4 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.

§F2403.8.5 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.

§F2403.9 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.

§F2403.10 Temporary air-supported and air-inflated membrane structures. Temporary air-supported and air-inflated membrane structures shall be in accordance with §F2403.10.1 through §F2403.10.4.

§F2403.10.1 Door operation. During high winds exceeding 50 miles per hour (22 m/s) or in snow conditions, the use of doors in air-supported structures shall be controlled to avoid excessive air loss. Doors shall not be left open.

§F2403.10.2 Fabric envelope design and construction. Air-supported and air-inflated structures shall have the design and construction of the fabric envelope and the method of anchoring in accordance with §3102 MEMBRANE STRUCTURES of the *Building Code of New York State*.

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§F2403.10.3 Blowers. An air-supported structure used as a place of assembly shall be furnished with not less than two blowers, each of which has adequate capacity to maintain full inflation pressure with normal leakage. The design of the blower shall be so as to provide integral limiting pressure at the design pressure specified by the manufacturer.

§F2403.10.4 Auxiliary power. Places of public assembly for more than 200 persons shall be furnished with either a fully automatic auxiliary engine-generator set capable of powering one blower continuously for 4 hours, or a supplementary blower powered by an internal combustion engine which shall be automatic in operation.

§F2403.11 Seating arrangements. Seating in tents, canopies or membrane structures shall be in accordance with Chapter F10.

§F2403.12 Means of egress. Means of egress for temporary tents, canopies and membrane structures shall be in accordance with §F2403.12.1 through §F2403.12.8.

§F2403.12.1 Distribution. Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an exit.

§F2403.12.2 Number. Tents, canopies or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by Table F2403.12.2. The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches (5 mm) per person.

TABLE F2403.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS
FROM TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)
		Tent or Canopy	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72

1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

For SI: 1 inch = 25.4 mm.

- a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

SF2403.12.3 Exit openings from tents. Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches (2032 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
2. Curtains shall be of a color, or colors, that contrasts with the color of the tent.

SF2403.12.4 Doors. Exit doors shall swing in the direction of exit travel. To avoid hazardous air and pressure loss in air-supported membrane structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall not exceed 15 pounds (66 N).

SF2403.12.5 Aisle. The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.
2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point.

SF2403.12.5.1 Arrangement and maintenance. The arrangement of aisles shall be subject to approval by the code enforcement official and shall be maintained clear at all times during occupancy.

SF2403.12.6 Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.

SF2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or

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2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with Chapter 27 of the *Building Code of New York State*.

SF2403.12.7 Means of egress illumination. Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.

SF2403.12.8 Maintenance of means of egress. The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet (2438 mm). The surface of means of egress shall be maintained in an approved manner.

or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the code enforcement official.

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SF2404.8 Fireworks. Fireworks shall not be used within 100 feet (30 480 mm) of tents, canopies or membrane structures.

SF2404.9 Spot lighting. Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet (1829 mm) of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches (235 mm) thick.

SF2404.10 Safety film. Motion pictures shall not be displayed in tents, canopies or membrane structures unless the motion picture film is safety film.

SF2404.11 Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

SF2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by SF906.

SF2404.13 Fire protection equipment. Fire hose lines, water supplies and other auxiliary fire equipment shall be maintained at the site in such numbers and sizes as required by the code enforcement official.

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SF2404.14 Occupant load factors. The occupant load allowed in an assembly structure, or portion thereof, shall be determined in accordance with Chapter F10.

SF2404.15 Heating and cooking equipment. Heating and cooking equipment shall be in accordance with this section.

SF2404.15.1 Installation. Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *Mechanical Code of New York State* and the *Fuel Gas Code of New York State*, and shall be approved by the code enforcement official.

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SF2404.15.2 Venting. Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *Fuel Gas Code of New York State* and the *Mechanical Code of New York State*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, canopy or membrane structure shall be not less than 12 inches (305 mm) from the flue or vent.

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SF2404.15.3 Location. Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

SF2404.15.4 Operations. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

SF2404.15.5 Cooking tents. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet (6096 mm).

SF2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or

