

## Tent/Canopy Permit Application

### Campus Applicant

Event name:	Tent Location:
Event Date(s):	Dept. Sponsoring the Activity:
Campus Contact responsible for tent	Ph:
Back-up to responsible person	Ph:

### Tent/Canopy Contractor

Contractor Company Name:	
Contractor Contact:	Ph:
Tent Install Date:	Tent Removal Date:

### Tent/Canopy Detail and Use

Size of tent/canopy # 1 (sq. ft.)	Expected occupancy of tent/canopy 1 (# people )
Size of tent/canopy # 2 (sq. ft.)	Expected occupancy of tent/canopy 2 (# people)
Size of tent/canopy # 3 (sq. ft.)	Expected occupancy of tent/canopy 3 (# people)
Size of tent/canopy # 4 (sq. ft.)	Expected occupancy of tent/canopy 4 (# people)
How will tents be anchored?	
Will the tent have walls? If so Exit signs <b>MUST</b> be included in the rental	
Who Contacted Dig NY?	
Have underground utilities marked so as safely stake tent?	Yes      N/A (no stakes)
Will combustible materials be used or stored? (garbage cans, hay, etc)	Yes      NO
NFPA 701 flame retardant certification records attached? (required)	Yes      NO
Open flame/heating devices used?	Yes      NO
Will there be cooking or heating of food?	Yes      NO
Propane used?	Yes      NO
Generators Used?	Yes      NO
Fire extinguishers included in rental? <b>This is required</b>	Yes      NO
Are Exit signs included in the rental?	Yes      NO

### Additional Information

The installation of tents and canopies shall be in compliance with Chapter 31 of the Fire Code of New York State, as well as any other applicable provisions governed by the building, electrical and mechanical codes.

### Acknowledgement

I certify that the information herein and submitted with this application is true and accurate. I further acknowledge that the code enforcement official has the authority to revoke this application and any subsequently issued permit for falsely submitted information, or unsafe or non-compliant conditions. Additionally, I have received a copy of the SUNY New Paltz Requirements for Tents and Canopies. The permit provided by the code enforcement official shall remain posted in a conspicuous location.

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Code Enforcement Official Use ONLY**      Received by: \_\_\_\_\_      Received on: \_\_\_/\_\_\_/\_\_\_  
  
Approved:  YES     NO      Signed: \_\_\_\_\_