

# Village of Mount Morris

117 Main Street • Mount Morris, NY 14510  
Building Zoning Permits/Code Enforcement  
(585) 519-3321 mmullikin@mountmorrisny.us

## APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED MEMBRANE STRUCTURE

Name of Sponsor/Event: \_\_\_\_\_

Location or Venue & Address: \_\_\_\_\_

*(Where Tent/Canopy/Membrane Structure is placed)*

Person in charge of event and to whom notices under the Village Ordinance shall be addressed and mailed:

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Company supplying/erecting tent: \_\_\_\_\_

Company contact Name/Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Size: Length \_\_\_\_\_ X Width \_\_\_\_\_ = Square Feet \_\_\_\_\_

\*Date to be erected: \_\_\_\_\_ Date to be removed: \_\_\_\_\_

*\*Please call the Code Enforcement Officer 585-658-4160 when tent is erected.*

**\*\* NOTE: THIS PERMIT IS INDEPENDENT OF ZONING REGULATIONS AND IS NOT INTENDED TO INFER THAT THE TENT/CANOPY/MEMBRANE STRUCTURE IS A PERMITTED USE UNDER ZONING REGULATIONS**

### **TENTS MAY ONLY BE ERECTED FOR A PERIOD OF 180 DAYS PER CALENDAR YEAR**

I hereby attest that the information presented herein is true and accurate to the best of my knowledge.

I furthermore acknowledge that incorrect or inaccurate information may result in the permit being denied.

### **CERTIFICATE OF LIABILITY INSURANCE REQUIRED**

Name of Insurance Company: \_\_\_\_\_

Amount of Insurance (Print the Village of Mount Morris' insurance requirements): \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Applicant)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Property Owner)*

\_\_\_\_\_  
*(Date)*

#### Distribution:

- Village of Mount Morris Police
- Village of Mount Morris DPW
- Village of Mount Morris Fire
- Town of Mount Morris Ambulance

**Requirements for Tents, Canopies & Membrane Structures  
as per International Fire Code Chap. 31**

In accordance with the International Fire Code Chapter 31, a permit shall be required from the Village Code Enforcement Officer for the erection and use of each tent/canopy/membrane structure 400 square feet and larger. Application/permit and insurance requirements are listed below. Should you have any questions please contact the Code Enforcement Officer at 585-721-2857.

Additionally, any tent/canopy/membrane structure with an occupant load in excess of 300 or more people will require a separate permit from the New York State Department of Labor.

#### Definitions-

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

**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.

*\*\*A canopy is an architectural projection or structure composed of a rigid structure over which a membrane covering is typically attached, providing overhead weather protection, a means of identity or decoration. It may be supported by both the building to which it is attached and stanchions at the outer end or may be free-standing and completely supported by stanchions. Note the definition requires that the canopy be overhead only, except for a drop on one side or 25 percent of the perimeter. Structures with more than 25 percent of their perimeter enclosed by drops fall under the definition of a "Tent".*

**Membrane Structure** - An air-inflated, air supported cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent or canopy.

#### **Application/Inspection:**

Applications shall be completed in full. Applications shall have the following documentation provided;

A certificate of flame resistance for each tent/canopy/sidewall, etc. to be erected or on the site shall be provided.

A certificate of insurance naming the Village of Mount Morris as additional insured (see guidelines).

The name of the licensed electrician that will be doing any electrical work for the installation.

Diagrams shall be provided with the application. The diagrams should show the following:

A site plan indicating the location of the tent/canopy/membrane structure on the property in relation to other structures, roads, etc. Additionally, a floor plan shall be provided indicating occupant load, seating, aisle width, exit location, exit width, exit signs, emergency lighting units, travel distance to exits, etc.

Plan must include 2 exits, each a minimum of 6 feet wide for occupant loads of 10 to 199 people. See Table 2410.3.11.2 in the Fire Code of NYS for larger occupancies. Exits signs are required for occupant loads of greater than 50 and must be illuminated either externally or internally at all times.

Proper aisle widths must be provided and maintained in order to assure a safe means of egress out of the structure. The minimum width is 44 inches and increases as the occupant load increases. Please ask the Village Code Enforcement Officer to be sure if you have the correct aisle width.

The Tent/Canopy/Membrane Structure provider/installer must supply the proper Liability and Workers' Compensation insurances to the Village of Mount Morris prior to issuance of the permit.

**An inspection of the Tent/Canopy/Membrane Structure, along with the required information will be conducted prior to the issuance of the permit.**

## **Requirements:**

Tents/Canopies/Membrane Structures shall be installed and maintained in accordance with the *International Fire Code Chapter 31*.

Location and type of cooking and heating appliances. No open flames, nor combustible liquid, gas, charcoal or other cooking equipment is permitted inside or within 20 feet of tent while open to the public.

Tents for cooking shall be separated from other tents or canopies by at least 20 feet. All cooking operations shall be in accordance with the International Fire Code Table 906.3(1).

Heating units that are approved by tent manufactures may be installed a minimum 2 feet away from the tent or as approved by manufacturer and must be installed greater than 10 feet from all exit ways.

Fire extinguishers shall be provided in accordance with the International Fire Code. All fire extinguishers shall be currently inspected and be in proper working order.

Any electrical installations, heating installations, and cooling installations under one of the above mentioned permitted structures shall be in accordance with the National Electrical Code and the International Fire Code. Tents utilized for assembly purposes with sidewalls shall have illuminated exit signs and emergency lighting units installed. Smoking shall be prohibited under any tent/canopy. No smoking signs shall be provided in accordance with the International Fire Code.

All tents/canopies/membrane structure shall be staked in place. Any other method of securing shall be signed off on by a licensed engineer and submitted to the Village Code Enforcement Officer for approval prior to erecting any tent/canopy/membrane structure. **A utility stake out may be required prior to erection.**

Tents or canopies exceeding 10,000 square feet shall be at least 20 feet from buildings or other tents or canopies.

## **Certificate of Liability Insurance – Guidelines:**

Print the Village of Mount Morris' insurance requirements.

Questions regarding liability insurance should be directed to the Village Attorney's Office at 585-335-2205 or the Village of Mount Morris insurance carrier Long Agency Inc. 585-658-3342.