



VILLAGE OF GREENPORT FIRE MARSHAL
236 THIRD STREET
GREENPORT, NEW YORK, 11944
631-477-0248 Ext. 207
E-Mail: AJSmith@GreenportVillage.org



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

All tents/membrane structures shall follow International Fire Code Chapter 31

PLEASE CALL 8-1-1 FOR MARK OUT PURPOSES BEFORE ERECTING TENT

Name of Sponsor/Event: _____

Location or Venue & Address (where tent is placed): _____

Person in charge of event and to whom notices under the Intl. Fire Code shall be addressed and mailed:

Name: _____ Telephone No. _____

Mailing Address (if different from above): _____

Company supplying/erecting tent: _____

Contact Name/No. _____

Mailing Address: _____

Number & Dimension of Tent(s): _____

*Date tent(s) is to be erected: _____ Date tent is to be removed: _____

**Please call the office of the Fire Marshal 631-477-0248 ext. 207 and leave message when tent is erected*

The following must be submitted as part of this application:

- Liability insurance certificate (listing the Village of Greenport as additionally insured)
- Site map (showing where tent(s) are being placed at site)
- Certificate of flame resistance
- Tents may only be erected with tent stakes. Any other method of securing shall be signed off on by a licensed engineer and submitted to the Fire Marshal for approval prior to erecting any tent or membrane structure.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

THIS PERMIT IS INDEPENDENT OF ZONING REGULATIONS AND IS NOT INTENDED TO INFER THAT THE TENT/CANOPY IS A PERMITTED USE UNDER ZONING REGULATIONS.

Additional permits may be required for special events; please contact the Village Clerk at 631-477-0248

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

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

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

Signature: _____

FOR OFFICIAL USE:

APPROVED DENIED Signature: _____ Date: _____ PERMIT NUMBER: _____

****THIS PERMIT SHALL BE CONSPICUOUSLY PLACED BY PERSON IN CHARGE****