

VILLAGE OF IRVINGTON

BUILDING DEPARTMENT

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



TEMPORARY TENT PERMIT REQUIREMENTS :

- Temporary tent permit applications must be submitted 2 weeks prior to the proposed erection of the proposed tent.
- All information in the check list below must be submitted. Incomplete application may cause a delay in issuing a permit prior to the proposed event.
- The owner of the property must be the applicant.
- A tent permit shall not be issued for the erection of a tent on any property that has an existing violation or open permit.
- Issuance of a temporary tent permit is for use by the owner of the property.
- No temporary tent in a residential district may be used for a business use unless allowed in that district.
- Temporary tents may only be used for the purpose stated in the permit.
- A temporary tent permit does not authorize the applicant to have a special event.
- A temporary tent permit does not authorize any activity or use not consistent with permitted uses of the property for that district.
- Temporary tents with occupancy of over 300 requires a permit from New York State prior to issuance of the tent permit.
- All temporary tents shall be erected in compliance with Chapter 31, section 3104.2 of the Fire Code of the State of New York 2020 edition.
- No proposed temporary tent can be occupied without inspection from the Building Department.

TEMPORARY TENT CHECK LIST

- _____ 1) Building Permit Application
- _____ 2) Apply on Irvingtonny.gov (<https://epropertyportal.com/>), Permit type (Landscaping with no increase of coverage or FAR).
- _____ 3) Fill out application.
- _____ 4) Provide a copy of the tent company's general liability insurance with the Village of Irvington, 85 Main Street, Irvington, NY 10533 listed as certificate holder and additionally insured.
- _____ 5) Provide a copy of the tent company's Workers Compensation certificate with the Village of Irvington, 85 Main Street, Irvington, NY 10533 listed as certificate holder.
- _____ 6) Provide a copy of the tent company's Westchester County Home Improvement License (for all proposed tents on residential property).
- _____ 7) Provide date of tent use (From/Until).
- _____ 8) Provide the size of tent (Length and Width).
- _____ 9) Provide a survey of property with tent location marked
- _____ 10) Provide a floor plan of all proposed tents showing;
 - _____ a) Tent egress shall be in accordance with table 3103.12.2 of the Fire Code of New York State 2020 addition
 - _____ b) Proper exiting provisions to a public way (legal open space)
- All seating, tables, aisle widths, exiting, fire extinguishers, emergency lights, lighting, electrical equipment etc.
 - _____ c) Provide the capacity and number of exits for each proposed tent
 - _____ d) Exit and emergency light details (required for all proposed tents with side panels or if the proposed event is scheduled after dark).
 - _____ e) location of required "No Smoking Signs"
 - _____ e) Location of required Fire Extinguisher (minimum 2 and one at every required exit)
- _____ 11) Provide manufactures structural and frame details with licensed professional certification

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- ___ 12) Provide manufactures wind load designs certified by a licensed professional
- ___ 13) Provide the tent Installation instruction stamped by a licensed professional
- ___ 14) Provide Fire Rating Affidavit from the tent manufacture.
- ___ 15) Provide a drawings from a licensed professional for any constructed platforms or runways.
- ___ 16) Provide location of heating appliances and fuel type (if proposed)
- ___ 17) Provide location of all temporary fuel equipment (any fuel storage shall be in accordance with Chapter 61 and with the Fuel Gas Code of New York State.
- ___ 18) No cooking shall be conducted under a tent used for assembly (sitting or standing)
- ___ 19) Provide vehicle impact details for all tents proposed in parking lots and driveways
- ___ 20) Temporary Generator
 - ___ a) Provide a survey of the property with the proposed generator location (the generator must be a minimum of 20' from any tent)
 - ___ b) All electrical supplies shall be ground fault interrupted (GFI) at the source
 - ___ c) Provide an electrical permit from a Westchester County licensed electrician for any proposed Generator
 - ___ d) An electrical permit is required if any lighting, equipment, etc is hard wired.
 - ___ e) Provide the decibel level rating of the proposed generator
- ___ 21) Submit the permit fee: ___ Application Fee \$85
 - ___ Permit Fee \$17- per thousand cost of the tent rental
 - ___ Inspection Fee \$50 per inspection (re-inspection for tents not ready at the time of inspection will be an additional \$50-)
 - ___ Occupancy fee \$1 per thousand cost the tent rental minimum \$25-
- ___ 22) Owner to sign the building permit application and temporary tent check list and bring to the building department 2 weeks prior to the erection of the proposed tent with 3 paper copies along with a flash drive (separate documents in a PDF format) of all requested items in the checklist.

PROPERTY OWNER CONSENT

STATE OF NEW YORK
COUNTY OF WESTCHESTER

_____ being duly sworn deposed and says that he/she is the legal owner, agent, member, or authorized officer of the corporation, owning the property listed in this application , and aware of the details of the gathering and activities described, And;

Further attest that I have read the appropriate section of the Zoning, and the Nuisance Ordinance of the Code of the Village of Irvington and that the proposed activities described are in compliance with both, And;

I also attest that I have read Chapter 31, section 3104.2 and all references of the Fire Code of the State of New York 2020 edition and that all proposed construction and activities described herein are in compliance with same.

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK

Signature of property owner, member or authorized corporate officer _____ dated _____

Sworn to me this ____ day of _____, 20__'

Notary Public

All tents shall be subject to an inspection and approval by the Building Department prior to the event for which the tent is to be used. The inspection shall be scheduled through the Building Department during regular business hours. The inspection shall confirm that the tent is compliant with all regulation of the Fire Code of the State of New York including but not limited to the items listed above.