

Village of West Hampton Dunes

P.O. Box 728

Westhampton Beach, NY 11978

OFFICE OF THE VILLAGE CLERK

POLICE CONSTABULARY

Telephone 631.288.6571

Telephone 631.288.7811

Fax 631.288.5240

Email:clerk@whdunes.org

TENT PERMIT APPLICATION

TENT APPLICATION: is hereby made by the undersigned for a permit, required by Local Law #2 of 2012 of the Village of West Hampton Dunes for the following purpose of erecting a tent/canopy/awning.

SPECIAL REQUIREMENTS: (see attached list page 2 & 3)

\*NOTE: This permit is for the use of a tent/canopy/awning as described. This permit is independent of zoning regulations and is not intended to infer that the use of a tent/canopy/awning is permitted use under zoning regulations. Additional permits may be required for special events; please contact the Village Clerk at 631.288.6571

\*APPLICANT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

TENT COMPANY & PHONE #: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

OWNER OF THIS LOCATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

(\*If applicant is not the property owner, attach a notarized letter from the property owner allowing tent to be placed on property.)

(Owners address other than event of location): \_\_\_\_\_

ACTIVITY PLANNED: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

DATE(s) & APPROXIMATE TIME TENT(s) IS TO BE USED: \_\_\_\_\_

DATE(s) & APPROXIMATE TIME TENT(s) IS TO BE ERECTED: \_\_\_\_\_

DATE(s) APPROXIMATE TIME TENT(s) IS TO BE REMOVED: \_\_\_\_\_

TOTAL OCCUPANCY LOAD #: (Including Staff) \_\_\_\_\_

TENT/CANOPY/AWNING SIZE (s): \_\_\_\_\_ SIDE PANELS: Yes/No Color of Fabric: \_\_\_\_\_

Electrical Lighting: Yes/No

Heating Equipment: Yes/No

Print Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MAKE CHECKS PAYABLE TO: VILLAGE OF WEST HAMPTON DUNES

Residential Fees: \$150.00

Commercial Fees: \$250.00

OFFICAL USE ONLY: RESIDENTIAL FEE: \_\_\_\_\_ COMMERCIAL FEE: \_\_\_\_\_

CHECK# \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ PERMIT #: \_\_\_\_\_ DATE EXPIRES: \_\_\_\_\_

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### SPECIAL REQUIREMENTS:

1. The tent and associated equipment, as well as its location and use, must comply with all applicable codes including NYS Fire Code and local codes including zoning.
2. There is NO SMOKING under the tents(s). There shall be no open or exposed flames inside or within 20 feet of the tent. IN addition, fireworks and stage pyrotechnics shall not be allowed.
3. There is NO COOKING under the assembly tent(s). All tents used for cooking are compliant with Chapter 24 of the Fire Code of New York State.
4. The tent shall be erected so as to provide free and clear egress from the area. If sidewalls are used or other obstructions exist, the exits shall be clearly marked and maintained in accordance with Chapter 24 of the Fire Code of New York.
5. The location of the tent shall not restrict access to buildings or other tents that are located on the premises or to the buildings that are deeded access on the property.
6. Tents are not permitted to be erected on dunes or in wetlands. Location may be further restricted by location of nesting piping plover.
7. Vehicles shall not park within 20 feet of a tent. Generators and other internal combustion engines likewise are not permitted within 20 feet of tent.
8. Unless approved in advance by the Village Building Inspector, tents used for assembly shall not be located over swimming pools. In all instances, the responsibility for the adequacy of structural elements involved in the construction of the tent lies with the tent company. The Village of West Hampton Dunes assumes no responsibility for the adequacy of the structural elements.
9. All electrical wiring shall be properly installed and maintained to be in compliance with the Electric code of New York State. Electrical cables run on the ground shall be placed in trenched or protected by approved covers. In events that require wiring beyond the routine running of temporary lighting, including EXIT lights and emergency lights, an electrician licensed to work within the Village of West Hampton Dunes shall sign off on the project.

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10. Portable fire extinguishers shall be furnished and maintained in all tents that have an occupant load over 50 persons.
11. STREET NUMBER MUST BE INCLUDED ON LOCATION OF EVENT and POSTED SO AS TO BE NOT LESS THAN 4" IN HIEGHT AND CLEARLY VISIBLE FROM THE ROADWAY.
12. SEE Attached New York State code regarding tents

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## New York State Fire Codes- Tents

- 404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:
1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, here approved, by selected floors or areas only.
  2. Procedures for employees who must remain to operate critical equipment before evacuating.
  3. Procedures for accounting for employees and occupants after evacuation has been completed.
  4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
  5. The preferred and any alternative means of notifying occupants of a fire or emergency.
  6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
  7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
  8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
- 404.3.2 Fire Safety plans. Fire safety plans shall include the following:
1. The procedure for reporting a fire or other emergency.
  2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
  3. Site plans indicating the following:
    - 3.1. The occupancy assembly point.
    - 3.2. The locations of fire hydrants.
    - 3.3. The normal routes of fire department vehicles access.
  4. Floor plans identifying the locations of the following:
    - 4.1. Exits
    - 4.2. Primary evacuation routes.
    - 4.3. Secondary evacuation routes.
    - 4.4. Accessible egress routes.
    - 4.5. Areas or refuge.
    - 4.6. Manual fire alarm boxes.
    - 4.7. Portable fire extinguishers.
    - 4.8. Occupant-use hose stations.
    - 4.9. Fire alarm enunciators and controls.
  5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
  6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
  7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
- 408.2.1 Seating plan. The fire safety and evacuation plans for assembly occupancies shall include the information required by Section 404.3 and a detailed seating plan, occupant load, and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit access ways remain unobstructed.
- 2403.6 Construction documents. A detailed site and floor plan for tents, canopies or membrane structures will 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 means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
- 2403.12.2 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 2403.12.2. 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 2403.12.2 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) Tent or Canopy	MINIMUM WIDTH OF EACH MEANS OF EGRESS Membrane Structure
10 to 99	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 3,000a	7	120	96

For St 11nch = 25.4 mm

When an 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.