



RIVERHEAD TOWN FIRE MARSHAL
4 West Second Street
Riverhead, New York 11901

Permit No. _____

APPLICATION FOR
TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED MEMBRANE STRUCTURE
FEE – SEE ATTACHED SCHEDULE

All Tents/Membrane structures shall follow Intl. Fire Code Chap. 31 and Riverhead Town Code Chap. 231.

Name of Sponsor/Event: _____

Venue & Address (*where tent is placed*): _____

Person in charge of event and to whom notices under the Town ordinance 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 631-727-3200 ext. 601 and leave message when tent is erected*

The following must be submitted as part of this application:

- ***Liability insurance certificate (listing the Town of Riverhead as additionally insured)***
- ***Certificate of flame resistance.***
- ***A Detailed Site & Floor Plan (showing where tent(s) are to be erected and interior layout indicating egress, seating capacity & arrangement, heating & electrical equipment)***
- ***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

**** NOTE: 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 Town Clerk at 727-3200 ext. 262

TENTS MAY ONLY BE ERECTED FOR 180 DAYS WITHIN A 12 MONTH PERIOD

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.

Signature _____

☐ **APPROVED** ☐ **DISAPPROVED** – Signature: _____ Date: _____

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

§ 231-9. Fire-prevention permit fees.

(n) Tents. Applicants for permits to erect a tent on commercial/industrial properties will be required to submit a certificate that the tent is made of flame-resistive materials. The fee shall be as follows:

First tent 400 to 1,000 sq. ft. - \$181.00;

First tent 1,000 to 5,000 sq. ft. - \$207.00;

First tent 5,000 to 10,000 sq. ft. - \$232.00;

First tent 10,000 sq. ft. or greater \$258.00;

Each additional tent \$129.00.