



**Town of Henrietta**  
**Office of the Fire Marshal**  
 475 Calkins Road Henrietta, New York 14467  
 (585) 359-7065 Office (585) 321-6093 Fax

***Tent Permit Application***

A Tent Permit is required for a tent or air supported structure that is put up within the Town of Henrietta.

The purpose of the Tent Permit is to document that the tent or air supported structure meets all applicable life safety and fire codes adopted by New York State and the Town of Henrietta.

A copy of the Certificate of Flammability shall be attached to this application with a sketch identifying the distance separation to any building or structure in the area where the tent is set up.

The permit is valid for the specified dates supplied on this application.

The fee for a Tent Permit is Seventy Five dollars (**\$75.00**). This fee covers the administration, filing, and any required fire safety inspections.

***Tent Dimensions:*** \_\_\_\_\_ ***Start Date:*** \_\_\_\_\_ ***End Date:*** \_\_\_\_\_

**Business or Lease Space Where Tent is Used**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Permit Issued To**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Primary Contact or Manager:**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Contact or Manager:**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Official Use

**Permit Number:** \_\_\_\_\_

**Permit Expiration Date:** \_\_\_\_\_

1. A site plan is required to be submitted for approval by the Fire Marshal. The plan shall show the location of the tent(s) and or festival site and all adjacent tent or buildings within 20 feet. This plan shall show the locations of all designated emergency exits for each tent, seating plan if tent is to be used with an occupant load over 50 persons.
2. All tents shall be located 10 feet from adjacent combustible structures and 10 feet from any adjacent tent. These distances shall be measured from the stake lines.
3. Applicant needs to submit flame retardant certificate for tent fabric and all other fabrics attached to the tent. The certificate shall state that the tent fabric(s) meet NFPA 701.

**NOTE:** Open flame devices shall not be allowed inside or within 20 feet of the tent or air supported structure, unless approved by the Fire Marshal.

Hay, straw, shavings or similar combustible materials shall not be located within any tent or air-supported structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or air-supported structure, shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20 feet (6096 mm) from the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

4. Emergency exit openings shall remain unobstructed. Curtains shall be permitted across means of egress openings of tent walls if they are distinctly marked in contrast to the tent wall so as to be recognizable as a means of egress, installed across an opening that is a minimum of 6 feet in width, and hung from slide rings or equivalent hardware so as to be readily moved to the side to create an unobstructed opening in the tent wall.
5. All electrical installations shall conform to the National Electrical Code, NFPA 70. Electric cords and wiring shall not placed directly on the ground unless properly protected from physical damage, and shall be placed so as not to create a tripping hazard. All electrical receptacles shall be ground fault.
6. Portable fire extinguishers shall be furnished and maintained by the applicant. Multi-purpose portable fire extinguishers shall be placed so that the travel distance from anywhere in tent(s) to an extinguisher shall not exceed 75 feet.
7. Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.
8. Generators and other internal combustion power sources shall be separated from tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means
9. 20' Fire Lanes shall be maintained during event
10. Fuel fired cooking appliances shall be allowed under the following conditions.
  - All cooking appliances and their installation shall be approved by the Fire Marshal prior to their use.
  - All cooking appliances shall have their own individual in line shut off.
  - LPG cylinders shall be installed not less than 5 feet from the tents(s) and 10 feet from all designated emergency exits.
  - LPG cylinders shall be secured in the upright position.
  - LPG cylinders shall be protected from vehicular traffic.
  - Only rubber hose stamped "APPROVED FOR L.P. GAS" or rigid black pipe shall be used to transport gas from the tank to appliance. Rubber hose shall be kept off the ground and protected from damage.
  - LPG cylinders shall be shut off whenever appliances are shut off.
11. Solid fuel cooking device, (i.e.: charcoal or wood), shall be allowed under the following conditions:
  - Solid fuel cooking devices shall be placed in an open area, not less than 10 feet from the tent(s) and 10 feet from all designated emergency exits.
  - Solid fuel cooking devices shall be properly supported and protected so that the public will not come into contact with the device.
  - Only approved charcoal lighter fluid shall be used to start the fire. Once the fire is ignited, the lighter fluid shall be removed from the area and stored properly.

**12. The office of the Fire Marshal shall perform a fire prevention and safety inspection prior to the public occupying the tent(s).**