TOWN OF BRIGHTON
Office of the Fire Marshal
2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5220 Office
(585) 784-5207 Fax

Tent /Membrane Structure Permit Application

In accordance with the Code of the Town of Brighton and the New York State Fire Prevention and Building Code, an operational permit is required to erect or maintain a tent(s) and or membrane structures having an area in excess of 200 square feet (19 m2) and canopies in excess of 400 square feet(37 m2).

Make Checks Payable – Town of Brighton **Tent of Air Supported Structure Permit - $105.00 / Each Structure**

Applicant & Property Information	**Event Information**					
	Event Start Date	Event End Date	Size of Tent or Supported Structure	Temporary and Revocable Use Permit Approval Date		
	Neighborhood Association or Event Name					
	Location of Tent of Air Supported Structure					
	Name					
	Address	Suite	City	State	Zip Code	
	Telephone	Work Telephone				
Primary Contact	Name					
	Address	City	State	Zip Code		
	Telephone	Mobile Telephone	Work Telephone			
Secondary Contact	Name					
	Address	City	State	Zip Code		
	Telephone	Mobile Telephone	Work Telephone			

The undersigned represents that this application for a permit as described herein will be in accordance with all ordinances of the Town of Brighton and the Fire and Building Code of New York State and that any plans or specifications submitted with this application are the plans or specifications relating to this permit and no other.

Applicant Signature	Applicant Name (Print)	Application Date

A Tent Permit is valid for dates indicated above and not to exceed more than 180 days after which the tent must be removed from the property. Requests for permit extensions accompanied with written justification may be granted on a case-by-case basis. Tents composed primarily of fabric must be constructed of flame retardant or fire resistant materials. Fire extinguishers and their location in or around the tent must be inspected and approved by the Town of Brighton - Office of the Fire Marshal.

Cooking tents must be reviewed and approved prior to obtaining a permit.

All tents must be anchored to the ground and secured to prevent collapse and/or rollover during high winds.

Permit Number	**Issue Date**	**New Expiration Date**	**Fee Paid**	**Check #**	**Receipt Number**	**Evacuation Plan Received**

Tent, Canopy and Temporary Membrane Structures Guidelines

Purpose

The intent of this guideline is to provide the minimum standards needed to obtain a permit to erect temporary Membrane structures, tents or canopies.

Scope

This guideline shall apply to tents and temporary membrane structures having an area in excess 200 square feet and canopies in excess of 400 square feet. The requirements are from 2010 Fire Code New York State (FCNYS) Chapter 24.

Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

Definitions

Awning - An architectural projection that provides weather protection, identity or decoration and is wholly supported by the building to which it is attached. This document does not address the installation or use of any awnings. Awnings are regulated by the Building Code of New York State.

Tent - A tent is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Canopy - A canopy is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

Membrane Structure -A membrane structure is an air-inflated, air-supported, cable, or frame-covered structure as defined by the Building Code of New York State, which is erected for fewer than 180 days and not otherwise defined as a tent, canopy or awning.

Guidelines

The following information is required to obtain a permit for a tent, canopy or temporary membrane structure:

(Zoning) first, you will need to talk to a Town of Brighton Building & Planning Department representative to determine if the tent/canopy or air-supported structure can be erected at the proposed location. If the Town of Brighton Zoning Ordinance does not allow the temporary structure(s) to be erected at a given location, you will need to talk with a Building & Planning Department representative about the possibility of obtaining a Temporary and Revocable Use Permit.

No Fire Prevention Code Permit will be issued without proof of the Temporary and Revocable Use Permit.

An accurate scale or dimensioned site diagram shall be provided and attached to the Permit Application indicating distances from tents or temporary membrane structures to permanent buildings, access drives, vehicles and parking areas, other tents or canopies, cooking and heating appliances and equipment, property lines and roadways. (See Exhibit B)

a. Temporary membrane structures, tents and canopies shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

1. Specific areas for parking of vehicles shall be detailed on the site plan.

   Vehicles necessary to the operation of a tent establishment shall be parked at least 20' from any tent. All other vehicles shall be parked at least 100' from any tent except vehicles parked on a public street, which shall park at least 20' from any tent, per the regulation of the Brighton Fire Marshal (FCNYS §2403.8.2)

   Exception: Separation distance between temporary membrane structures, tents and canopies, not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.

2. Dimensions for all tents, canopies and membrane structures.

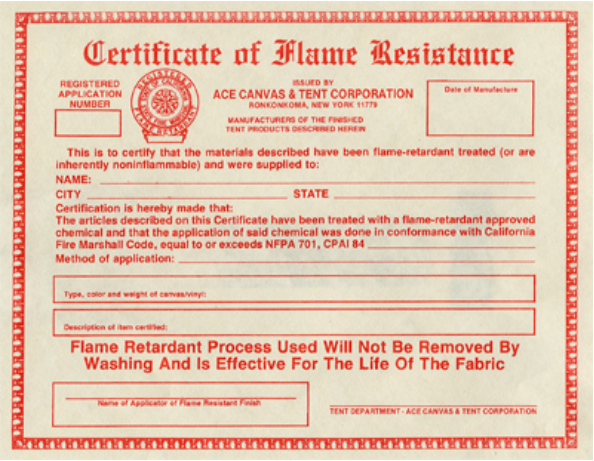
   a. An unobstructed fire break passageway or fire road not less than 12' wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, canopies and membrane structures unless otherwise approved by the Fire Marshal, per FCNYS §2403.8.5.

3. A statement which identifies the intended use of all structures and the dates for which the permit is required. Dates shall include the specific dates of installation, use and removal.

4. Proposed seating arrangements (FCNYS § 2403.11 and Chapter 10)

   a. Locations and dimensions of tables
   b. Locations and types of all other interior obstacles
   c. Exit locations; dimensions required for exits as required by FCNYS §2403.12
   d. Locations of all aisles and emergency exit pathways to be maintained per FCNYS §2403.12.5.1 & 2404.23.
   e. Locations of NO SMOKING signs per FCNYS § 2404.6.
   f. Locations and type of means of egress illumination, including proposed power source(s) per FCNYS §2403.12.7.
   g. Locations and types of EXIT signs, including the means of illumination per FCNYS §2403.12.6.
   h. Location of portable fire extinguishers. (FCNYS §2404.12 and FCNYS § 906)
   i. Flame retardant certificate(s) for tent/canopy material per FCNYS § 2404.2 must be accompanied with documentation certifying treatment of tents, canopies, membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, shall meet the flame propagation performance of NFPA 701 or shall be treated with an approved flame retardant, per FCNYS §2404.2. (See Exhibit A)
   j. Location and width of all-weather fire access roadways. (FCNYS §2403.8.1)
   k. Locations of any additional emergency equipment such as hose lines or water supplies (FCNYS §2404.13.)
   l. Location and type(s) of proposed heating and/or cooking equipment or open flame devices to be used in conjunction with the event: (FCNYS §2404.15.)
   m. The proposed maximum occupant load per FCNYS §2404.14 and FCNYS Chapter 10.
      - *Maximum occupant load shall be posted when the occupant load exceeds 50 persons*.

EXHIBIT A



Certificate of Flame Resistance

REGISTERED APPLICATION NUMBER

ISSUED BY
ACE CANVAS & TENT CORPORATION
RONKONKOMA, NEW YORK 11779
MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture

This is to certify that the materials described have been flame-retardant treated (or are inherently noninflammable) and were supplied to:

NAME: _____

CITY _____ STATE _____

Certification is hereby made that:
The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code, equal to or exceeds NFPA 701, CPAI 84 _____

Method of application: _____

Type, color and weight of canvas/vinyl:

Description of item certified:

Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric

Name of Applicator of Flame Resistant Finish

TENT DEPARTMENT - ACE CANVAS & TENT CORPORATION

Code Requirements

Exits

Exits shall be spaced at approximately equal intervals around the perimeter of the tent, or membrane structure and shall be located such that all points are 100' or less from an exit, per FCNYS §2403.12.1 through 2403.12.8.

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 shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches per person.

Openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall be free sliding on a metal support. The support shall be a minimum of 80 inches (2032 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit. Curtains shall be of a color, or a color, that contrasts with the color of the tent.

Exit doors shall swing in the direction of exit travel. To avoid hazardous air and pressure los in air-supported membrane structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall not exceed 15 pounds.

Table 2403.12.2
EXITS FROM TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES 1

Occupant Load	Minimum number of means of egress	Minimum width of each means of egress (inches)	Minimum width of each means of egress (inches)
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1000 to 1999	5	120	96
2000 to 2999	6	120	96
Over 3000	7	120	96

1 When the occupant load exceeds 3000, 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.

The width of aisles without fixed seating shall be as follows, per FCNYS §2403.12.5:

a. In areas serving employees only, the minimum aisle width shall be 24 inches but not less than the width required by the number of employees served

b. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44inches shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot of aisle width for each 50 persons served by such aisle at that point.

c. The arrangement of aisles shall be subject to approval by the fire code official and shall be maintained clear at all times during occupancy.

Exit signage shall be clearly marked per FCNYS § 2403.12.6. Exit signs shall be installed where necessary to clearly identify the direction of travel when the exit serves an occupant load of 50 or more.

EXIT signs shall be either listed or labeled in accordance with UL 924 as the internally illuminated type and used in accordance with the listing, or shall be externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or

2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with the National Electrical Code - NFPA 70 and FCNYS § 2403.10.4.

Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied per FCNYS § 2403.12.7. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.

The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8'. The surface of means of egress shall be maintained in an approved manner per FCNYS §2403.12.8.

Anchorage

Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the code enforcement official on request.

Seating

Assembly occupancies which contain seats, tables, displays, equipment or other material shall meet the requirements of FCNYS §1025.

Places of assembly without ramped or tiered floors for seating and with greater than 200 seats, shall have the seats fastened together in groups of not less than three, or the seats shall be securely fastened to the floor per FCNYS §1025.12.

Fire Extinguishers

Portable fire extinguishers shall be provided. Travel distance to the nearest 2A:10BC extinguisher shall not exceed 75', per FCNYS §906 and 2404.12.

Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel, unless the fire code official determines that the hazard posed indicates the need for placement away from normal paths of travel, per FCNYS §906.5

Fire extinguishers provided for the protection of cooking grease fires shall be Class K, per FCNYS §906.4.

Heating and Cooking Equipment

Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing, and other related components shall be installed as specified in the Mechanical Code New York State and shall be approved by the Fire Marshal.

Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials per FCNYS §2404.15.3.

Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20' per FCNYS §2404.15.5.

Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20' of a tent, canopy or membrane structure per FCNYS §2404.15.6.

Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved per FCNYS §2404.15.4.

Electrical heating and cooking equipment shall comply with the National Electrical Code - NFPA 70 per FCNYS §2404.15.7.

Flammable and Combustible Liquids/Gases

Flammable-liquid-fueled shall not be used in temporary membrane structures, tents or canopies per FCNYS § 2404.17.1.
Flammable or combustible liquids and LP-gas shall be stored outside in an approved manner not less than 50' from tents, canopies or membrane structures, per FCNYS §2404.17.2.

Refueling shall be performed in an approved location not less than 20 feet from tents, canopies or membrane structures per FCNYS §2404.17.3

LP-Gas

LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure per FCNYS §2404.16.2.

Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and the structure not less than 10', per FCNYS §2404.16.2.1.

Portable LP-gas containers with a capacity of more than 500 gallons shall have a minimum separation between the container and structures not less than 25', per FCNYS §2404.16.2.2.

Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location.

Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement, per FCNYS §2404.16.3.

Display of Motor Vehicles

Liquid- and gas- fueled vehicles and equipment used for display within tents, canopies or membrane structures shall comply with FCNYS §2404.18.1 through 2404.18.5.3.

Batteries shall be disconnected in an approved manner.

Vehicles or equipment shall not be fueled or defueled within a tent, canopy or membrane structure.

Fuel in a fuel tank shall not exceed 25% of the tank capacity or 5 gallons, whichever is less.

Fuel systems shall be inspected for leaks.

Fuel tanks openings shall be locked and sealed to prevent escape of vapors.

Placement of vehicles or equipment shall not obstruct any means of egress.

Housekeeping

Combustible vegetation shall be removed from the area occupied by a tent, canopy or membrane structure, and from areas within 30' of such structures per FCNYS §2404.21.

The floor surface inside tents, canopies or membrane structures and the grounds outside and within a 30' perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises, per FCNYS §2404.22.

Standby Personnel

When, in the opinion of the Fire Marshal, it is essential for public safety in tent, canopy or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during such times such places are open to the public, or when such activity is being conducted, per FCNYS §2404.20.

There shall be trained crowd managers or crowd manager supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved.

TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST

NO	Item to Verify	YES	Corrective Action
❑	Is structure at least 20 feet from any property lines?	❑	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
❑	Is structure within 20 feet of any building?	❑	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building.
❑	Is structure within 20 feet of another structure?	❑	Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements.
❑	Is structure within 20 feet of parking?	❑	Restrict parking or relocate structure at least 20 feet from parking.
❑	Is structure within 20 feet of any internal combustion engines?	❑	Do not use internal combustion engine until relocated at least 20 feet from structure.
❑	Are "No Smoking" signs posted inside and outside?	❑	Do not occupy or use structure unless no smoking signs are posted and enforced.
❑	Are fireworks and unapproved open flames prohibited inside and outside the structure?	❑	Do not occupy or use structure unless fire works and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure.
❑	Are all points in the structure within 100 feet of an exit?	❑	Do not occupy or use structure unless sufficient nearby exits are provided.
❑	Are exits open and uncovered?	❑	Do not occupy or use structure unless all required exits are functional.
❑	Are all aisles at least 44 inches wide? Do aisles increase in width where required?	❑	Do not occupy or use structure unless proper aisle widths are maintained.
❑	Is the Occupant Load posted appropriately?	❑	Do not occupy or use structure unless the correct occupant load is posted appropriately.
❑	Ensure "Exit" signs are posted and clearly visible.	❑	Do not occupy or use structure unless required "Exit" signs are provided.
❑	Ensure "Exit" signs are illuminated.	❑	Do not use or occupy structure unless illuminated exits are provided.
❑	Ensure emergency lighting is provided.	❑	Do not use or occupy structure unless emergency lighting is provided.
❑	Is a label permanently affixed to the structure bearing the identification of size and material type?	❑	Do not use or occupy structure unless label is present.
❑	Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load.	❑	Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup.
❑	2A:10BC Fire extinguishers are provided (see information packet for minimum number required).	❑	Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided.
❑	At least one 40BC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.	❑	Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes.
❑	Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area.	❑	Do not use or occupy the structure unless combustible vegetation has been removed from the specified area.
❑	The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste.	❑	Do not use or occupy the structure unless combustible waste is removed or stored in proper containers.
❑	Such waste shall be stored in approved containers until removed from the premises.	❑	Do not use or occupy the structure unless trash containers have been emptied from the previous day.

Inspection performed by:_____ Date: _____

STEP **TEMPORARY STRUCTURE WORKSHEET**

1 **USE and OCCUPANT LOAD FACTOR** Indicate the type of use for each tent and circle in the corresponding Occupant Load Factor (OLF). Use this OLF in the appropriate space in Step 2.

TENT USE	OCCUPANT LOAD FACTOR (OLF) (Sq. ft./person)
Concentrated assembly use (chairs only, not fixed, no furniture)	7
Unconcentrated assembly use (tables and chairs)	15
Standing space only assembly use (no obstructions permitted)	5
Retail and all other uses.	30

2 **OCCUPANT LOAD** Enter the length and width of each tent in the spaces below. Multiply the length and width to determine the total square footage for each tent. Divide the total square footage by the OLF (Step 1) to determine the Occupant Load for each tent.

Tent 1	_____	x	_____	=	_____	÷	_____	=	_____
	Length		Width		Area		OLF		**Occupant Load**
Tent 2	_____	x	_____	=	_____	÷	_____	=	_____
	Length		Width		Area		OLF		**Occupant Load**
Tent 3	_____	x	_____	=	_____	÷	_____	=	_____
	Length		Width		Area		OLF		**Occupant Load**

3 **REQUIRED EXITS** Using the Occupant Load for each tent, determine the total number of exits and minimum required width for each exit utilizing the table below. **Note:** The key difference between a Tent and a Membrane Structure for exiting purposes is that a Membrane Structure utilizes traditional doors and door frames versus a simple opening or removal of a tent side wall panel.

Occupant Load (From Step 2)	Required Number of Exits	Minimum width of each exit (inches)	
		Tent	Membrane
1 – 9	1	72	36
10 – 199	2	72	36
200 – 499	3	72	72
500 – 999	4	96	72
1,000 – 1,999	5	120	96
2,000 – 2,999	6	120	96
Over 3,000*	7	120*	96*

*The total width of all exits shall not be less than the total occupant load multiplied by 0.2 inches per person. Exiting through other nearby tents is an unacceptable configuration.

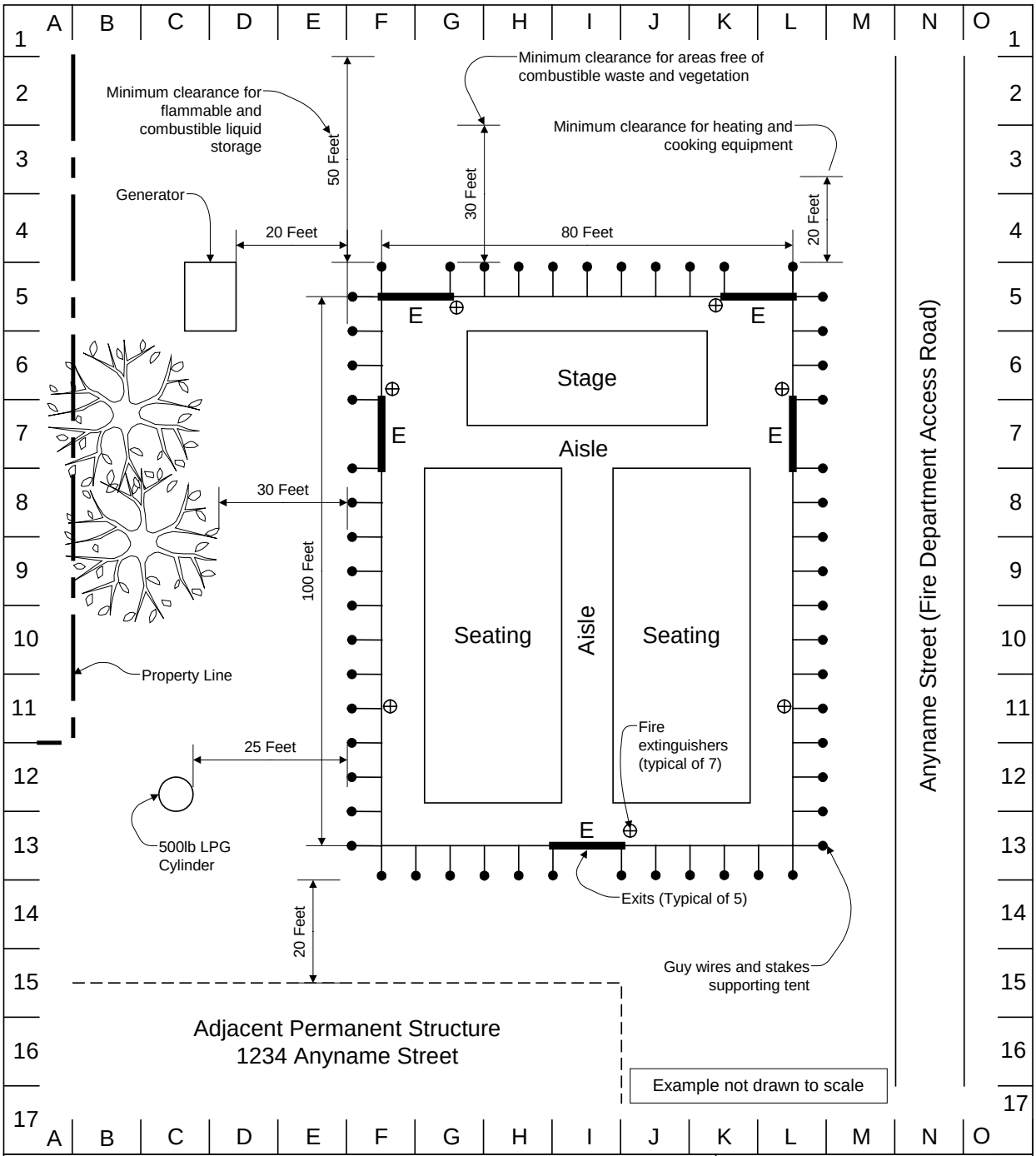
4 **EXITING SUMMARY** Using the occupant loads calculated in Step 2, use the Table in Step 3 to determine the corresponding Required Number of Exits and Minimum Width of each Exit Provide the summary of this information below.

Tent 1 Required Number of Exits	Width of Each Exit
Tent 2 Required Number of Exits	Width of Each Exit
Tent 3 Required Number of Exits	Width of Each Exit

5 **FIRE EXTINGUISHERS** Utilizing the square footage of each tent indicate the appropriate number of fire extinguishers for each tent.

Size of Tent (Sq. Ft.)	Minimum required number of fire extinguishers	**Fire Extinguisher Summary**
1 - 200	1	**Tent 1**
201 - 500	2	
201 - 1000	3	Total Number of Fire Extinguishers
1001 - 3000	4	**Tent 2**
3001 - 5000	5	
5001 - 7000	6	Total Number of Fire Extinguishers
7001 - 9000	7	**Tent 3**
9001 - 11000	8	
Add 1 additional 2A:10BC extinguisher for each additional 2000 sq. ft or fraction thereof.		Total Number of Fire Extinguishers

Site Plan



Business Name	Date
Mission Enterprises Summer Concert	7/4/2008

Address		
1234 Anyname Street, Colorado Springs, CO, 80999		
Telephone	Fax	Page
719-555-5555	719-555-5556	1 OF 1

NORTH

Site Plan

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Business Name		Date
Address		
Telephone	Fax	Page OF

NORTH