



**TOWN AND VILLAGE OF ELLICOTTVILLE
BUILDING / CODE ENFORCEMENT DIVISION
PO BOX 600, 17 MILL ST. ELLICOTTVILLE, NY 14731**



PHONE: (716) 699-4773

E-MAIL: kelly.fredrickson@evlengineering.com

TENT, STAGE, CANOPY PERMIT APPLICATION

Date: _____ FEE \$100 NON-REFUNDABLE paid date: _____ Permit # _____

Structure to be located in: TOWN VILLAGE of Ellicottville.

APPLICANT INFORMATION:

Applicant's name: _____

Mailing address: _____

Cell Phone Number: _____ E-Mail: _____

Applicant must be (check all that apply): Owner Operator Lessee

PROPERTY OWNER INFORMATION (if different than Applicant)

Name: _____

Mailing Address: _____

Cell Phone Number: _____ E-Mail: _____

PRIMARY CONTACTS DURING EVENT

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

EVENT NAME and PROPERTY where TENT is to be located.

Address: _____

Date(s) and time tent is to be used: _____ From _____ AM/PM to _____ AM/PM

Date and time tent is to be erected: _____

Date tent is to be removed: _____

Tent size: Length _____ Width _____ Square Feet _____

FLAME RETARDANT CERTIFICATES ATTACHED: YES NO **REQUIRED**

Will electrical power be provided to tent? YES NO

If YES, how? Extension Cord Temporary pole Generator

Attach a site plan showing location of the tent in relation to buildings and or parking lots.

A Detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided. The floor plan shall indicate details of the means of egress, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

ADDITIONAL REQUIRMENTS FOR TENT, STAGE, CANOPY INSTALLATIONS

1. No tent shall be allowed within any Fire Department access lane.
2. The ground enclosed by the tent and at least 10 feet from the perimeter shall be cleared of all flammable or combustible material and vegetation. The premise shall be kept free from such materials for the duration of the tent operation.
3. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy.
4. The tent shall have the fire resistant certification permanently attached to it.
5. Curtains shall be permitted across egress openings only if they are distinctly marked in contrast to the tent wall so as to be recognizable as a means of egress and provide a minimum of 6 feet wide.
6. If exits from the tent do not discharge directly into a public way, unobstructed lanes suitable to accommodate the occupant load shall be maintained clear to the public way.
7. Electrical installation shall conform with NFPA 70. Wiring and equipment shall be installed, maintained and operated in a safe manner. Portable equipment shall be inspected daily by a qualified person and any defects found shall be corrected before the public is admitted.
8. Approved exit signs shall be installed at all exits.
9. Smoking shall **NOT** be permitted within the tent. Install approved “NO SMOKING” signs at the entrances.
10. Open flame devices are not permitted in the tent.
11. No open flames, nor combustible liquid, gas, charcoal or other cooking equipment is permitted inside or within 20 feet of tents while open to the public.
12. Install approved fire extinguishers in accessible and visible locations within the means of egress.
13. Heaters and open flame devices are not allowed inside or within 20 feet of a tent, canopy or membrane structure while open to the public, except as specifically approved by the Code Enforcement Officer.

SIGNATURES

Applicant and Owner (if different) must sign the application.

I hereby certify that I have examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The acceptance or approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction, land use or the performance of construction. I have read and am familiar with the Town/Village of Ellicottville zoning law that is relevant to this application(s). This permit issuance expressly implies approval by the property owner of inspections required of the premises.

Applicant Signature:

_____ Date: _____

Property Owner’s Signature (if different than applicant)

_____ Date: _____