

Village of Hamilton Tent/Canopy Permit -Inspection Form

Location of Tent or Canopy		
Event Information	Installation Date / Time	Inspection Date / Time
	Event Start Date / Time	Event End Date / Time
Applicant Contact Information	Applicant Name	Phone
	Department / Organization	
Tent Supplier Information	Company Name	Phone
	Address	
Tent / Canopy Size	Length (ft)	Width (ft)
	Total Square Feet	
Fire / Life Safety Inspector	Inspector Name	
	Signature	Date

Dig Safe Notified: Yes No

Ticket #:

Date:

TABLE 2403.12.2





MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES, TENTS, AND CANOPIES

OCCUPANT LOAD	MIN. # OF MEANS OF EGRESS	MIN. WIDTH OF EACH	MIN. WIDTH OF EACH
		Tent or Canopy	Membrane
10-199	2	72	36
200-499	3	72	72
500-999	4	96	72
1000-1999	5	120	96
2000-2999	6	120	96
Over 3000	7	120	96

PASS	FAIL	N/A	LOCATION AND ASSEMBLY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground surface is stable, level, and hazard free
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located minimum 50' from building if structure > 15,000 sq ft
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located minimum 20' from buildings unless all NYS fire code exceptions apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located to not block area fire safety equipment, fire lanes, or maintenance access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located with adequate clearance to other temporary structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structure is adequately supported and anchored. Staking only permitted where preapproved.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structure assembly is sound and utilizes standard connection methods
FIRE SAFETY			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire retardant tent/canopy material is IAW / NFPA 701 approved and properly labeled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No smoking signage posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground is clear of dry vegetation and combustible decorations are not excessive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prohibited flammables/combustibles not in use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers are provided where required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy limit posted Occupancy: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper/safe utility connections provided
EGRESS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits properly located
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit signs / placards provided where required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting provided where required
MISCELLANEOUS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooking equipment located a min of 10' from assembly tent/canopy structure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Generators are other internal combustion equipment located a minimum 20' from tent/canopy structure

Sketch the site plan and structure(s). Include seating, stages, exits, fire equipment, cooking equipment, power supplies, adjacent structures, etc. with dimensions in feet. Attach additional sheets as needed.

Comments:

	Tent Opening
	Tent Wall
	Exit Sign
	Fire Extinguisher

Upon Village of Hamilton Code Enforcement Officer (CEO) signature/approval, this document serves as permit for the temporary structure during the date(s)/time(s) indicated. **NOTE: DEVIATIONS AND/OR EXTENSIONS OF THIS PERMIT REQUIRE REAPPROVAL BY THE CEO.**

Village of Hamilton Code Enforcement Officer Signature: _____

Approved for occupancy Approved with comment
 Reinspection required Not approved