



Town of Islip  
Division of Fire Prevention  
Office of the Fire Marshal

24 Nassau Ave, Islip, NY 11751

Phone: (631)224-5477

Fax: (631)224-5458

Office Use - Received Date

## Tent Permit Application

### Fee Schedule

Commercial Zone:	\$300 per tent
Residential Zone:	\$100 per tent
Temporary Assembly Permit:	\$25 per event
Non-Business Day Inspection:	\$150 per event

### For Office Use Only

Tax Map# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Receipt# \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Requirements:(See guidelines packet for details) Application must be received no less than 14 days before event.**

1. Site Plan

2. Floor Plan for Intended Use

3. Copy of Flame Spread Certificates

4. Zoning Approval (Commercial Properties)

### Tent Company Information

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

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

Contact Person: \_\_\_\_\_

Phone#:(\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

### Tent Details

Number of Tents: \_\_\_\_\_

Erection: \_\_\_\_/\_\_\_\_/\_\_\_\_ Removal: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tent Sizes: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Occupant Load of Largest Tent: \_\_\_\_\_

### Property Owner Information

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

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

Phone#:(\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

### Tent Location & Applicant (if different from owner)

Business/Name: \_\_\_\_\_

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

Phone#:(\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

### Affirmations

Signature of the **Property Owner**

Notary Stamp & Signature

Signature of the **Applicant** (When Applicable)

Notary Stamp & Signature