



# TOWN OF ISLIP – DIVISION OF FIRE PREVENTION

## OFFICE OF THE FIRE MARSHAL

24 Nassau Avenue, Islip NY 11751  
Phone (631) 224-5477 Fax (631) 224-5458  
[fireprevention@islipny.gov](mailto:fireprevention@islipny.gov)

**Robert Doucet**  
**Chief Fire Marshal**  
Last Updated 10/1/21

## **Tents & Temporary Membrane Structure Permit Guidelines**

### **Purpose**

The intent of this document is to provide guidelines when applying for a temporary tent permit to ensure all submittals are accurate, complete and the structures are safe for public use. This document is meant to be used only as a guideline, and is not all inclusive. The complete requirements are located in the current version of the International Fire Code, the NYS Supplement and the Code of the Town of Islip.

### **Scope**

This guideline shall apply to any tent or combination of tents totaling in excess of 200 square feet, or canopies in excess of 400 square feet in residential zones, and tents, canopies and membrane structures in excess of 400 square feet in all other zones. There is an exception in the code that exempts certain tents from requiring a Permit, please check 68-434A(1) for more details. Temporary tents, canopies and membrane structures shall not be erected for a period of more than 72 hours on a residential zoned property. In commercial Zones, no tent or canopy shall be erected for a period in excess of 30 days for retail use, and in excess of 180 days for a restaurant use. Tents used exclusively for camping purposes are exempt from Permit requirements. Please refer to the application for the fee schedule.

### **Definitions**

#### **Tent**

A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

#### **Membrane Structure**

An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent.

#### **Canopy**

A structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration, and may be structurally independent or supported by attachment to a building on one end and by not less than one stanchion on the outer end.

#### **Temporary Stage Canopy**

A temporary ground-supported membrane-covered frame structure used to cover stage areas and support equipment in the production of outdoor entertainment events.

#### **Site Plan**

An accurate scale or dimensioned diagram that will indicate the proposed temporary structure's location on the property, proximity to other buildings and structures, emergency vehicle access, and any vehicle parking areas.

#### **Floor Plan**

A diagram that indicates the conditions of the use of the tent/canopy. This includes, but is not limited to, the

seating arrangements, seating capacity, means of egress locations and dimensions, the location of heating and electrical equipment and the location of portable fire extinguishers.

### **Place of Assembly**



Any room space building or portion thereof used for gathering together persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation or similar purposes when such room, space, building or portion thereof has a capacity of 50 persons or more or has a net area available for use by the occupants for assembly purposes of 500 square feet or more.

## **General Submission Requirements & Documentation**

An individual, or a representative of a tent rental company, is required to obtain a tent permit. The following requirements and documentation shall be met in order to obtain a permit:

- An original completed application form signed and notarized by the property owner and the applicant. The application shall be submitted no later than 14 days before the date of the event.
- If the proposed tent or canopy will be utilized as an accessory use to a restaurant, it requires the review and approval of the Planning Board before the Permit application can be submitted to the Fire Marshal's office for review.
- Zoning approval for Commercial properties. **Note:** *Once the completed application is received in the Fire Marshal's office, we will forward it to our Building & Planning Department for this approval.*
- All permitted tents are required to have a tent flame resistance certificate. A copy/copies shall be submitted with the application and shall match the certificates affixed to the installed tent.

### **Flame Resistance Certificate example:**

Certificate of Flame Resistance		
	 Tent Renter's Supply 3723 Nebraska Ave. Tampa, FL 33603 800/865-5064 813/248-9911 Fax 247-6369	Date treated or manufactured #19999 September 2006
This is to certify that the materials described on this certificate have been flame-retardant treated or are inherently nonflammable and were supplied to:		
NAME: Big Ten Rentals	AT 1820 Boyrum St.	
CITY Iowa City,	STATE IA 52240	
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 Federal Specification NFPA 701		
Method of application: INHERENTLY FLAME RESISTANT		
Trade name of flame-resistant fabric or material used High Gloss Sunblock		
Chem. Reg. No. F-419.01		
The Flame Retardant Process Used will not Be Removed By Washing (will or will not) and is good for the life of the fabric. Renewal Certification unnecessary.		
Color and weight of fabric: White 15-16 oz. psy		
Description of item certified: 30' x 30' 2-pc. Frame Tent Top		
Tommy Sciortino <small>Name of Applicator or Production Superintendent</small>	By	Production Supervisor <small>Title</small>
We hereby certify this to be a true copy of the original "CERTIFICATE OF FLAME RESISTANCE" issued to us, "original copy" of which has been filed with the California State Fire Marshal.		
Signed by <u>Holly Pote</u>		

- A detailed site plan shall be submitted with each application. This site plan shall contain the location of the tent on the property, marked distances to the property lines, streets and roads, marked distances to any other structure on the property, location of heating and cooking equipment, vehicle parking, emergency vehicle access and any other important information. A blank form is attached with this

packet for your use. The temporary structure shall be a minimum of 20' from property lines, any building, parking of motor vehicles and any internal combustion engines.

- If the proposed tent has an occupant load under 50, a floor plan shall be submitted which shall include the seating arrangements, size and location of the tables, any interior equipment, location of portable fire extinguishers and location of "NO SMOKING" signs. See the section in this document on how to determine the occupant load.
- When the proposed tent has an occupant load of 50 or more, a floor plan shall be submitted which shall include all of the information above, as well as the location of exits including width & signage, width of aisles, location of emergency lighting including power source, and type of floor surface. A blank form is attached with this packet for your use. See the next section in this document on how to determine the occupant load, number of exits & width required.
- If the occupant load is 50 or more, and/or the gross floor area for use within the temporary structure is 500 square feet or more, a Temporary Assembly Permit is also required.

### **Occupant Load & Exits**

- Determining the occupant load:
  - Determine the area of the tent. Example – 20x20 tent =400 sq. feet. 40x40 tent =1600 sq. feet.
  - Divide the square footage of the tent by the following numbers to determine the occupant load:

▪ Standing space	5net
▪ Concentrated (chairs only-not fixed)	7net
▪ Un-concentrated (tables & chairs)	15net
▪ Retail and other uses	30net

Two Examples:

#1. 400sq feet÷7 (using only chairs) =57 occupant load.

#2. 1600sq feet÷15 (using tables & chairs) =106 occupant load.

- Determining the number and width of exits:
  - Occupant load of 50 to 199:
    - 2 exits required with a minimum width of 72 inches each.
  - Occupant load of 200 to 499:
    - 3 exits required with a minimum width of 72 inches each.
  - Occupant load of 500 to 999:
    - 4 exits required with a minimum width of 96 inches each.

**NOTE:** Any tents that have a proposed occupant load of 1000 or more, a special meeting is required in the Fire Marshal's office before submission can be accepted or approved.

- Exit signs are required when the occupant load exceeds 50 persons.
- Means of egress illumination is required when the occupant load exceeds 50 persons.

## **Fire Extinguishers**

- Portable fire extinguishers shall be provided as listed below. There shall be a minimum of one 2A:10BC for each tent. Additional extinguishers shall be provided so that the travel distance to an extinguisher shall not exceed 75'.
- Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be in the normal path of travel.
- Portable fire extinguishers shall have current inspection tags and be mounted on approved hangers. The hanging of extinguishers utilizing cable (zip) ties is not acceptable. Note: New portable fire extinguishers are acceptable as long as a proof of purchase within one (1) year is provided.

### **Number of Fire extinguishers required:**

- Tent size up to 3000 sq. feet-Minimum of 1 fire extinguisher required.
- Tent size 3001-6000 sq. feet- Minimum of 2 fire extinguishers required.
- Add 1 additional 2A:10BC extinguisher for each additional 3000 sq. ft or fraction thereof.

## **Heating, Power & Cooking Equipment**

- There shall be no cooking under tents used for the event where the public is gathered.
- Tents used for cooking shall be separated from all other tents by a minimum of 20 feet.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be within 20 feet of a tent.
- Heating equipment, including tanks, piping, valves, fittings, tubing, hoses and other related components shall be installed as specified in the International Mechanical Code & the International Fuel Gas Code and shall be approved by the fire code official.
- Generators and other internal combustion power sources shall be separated from tents and other membrane structures by not less than 20 feet, and shall be isolated from contact with the public by fencing, enclosure or other approved means.

## **Flammable/Combustible Liquids & LP Gas**

- Flammable liquid-fueled equipment shall not be used in any tent, canopy or membrane structure.
- Flammable or combustible liquids and LP gas shall be stored outside in an approved manner not less than 50' from the tents, canopies or membrane structure.
- LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure.
- 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'.
- 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'.
- 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.

### **Carbon Monoxide Detection**

- If there will be fuel fired appliances and/or equipment used in the temporary structure, carbon monoxide detection shall be provided in accordance with the requirements set forth in the NYS Code Supplement.

### **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.
- 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, not less than once a day.


### **Standby Personnel**

- When, in the opinion of the Fire Marshal, it is essential for public safety in a 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.
- There shall be trained crowd managers or crowd manager supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved.

### **Inspections**

- Once an application has been submitted and approved, an inspection of the site will be performed after the tent has been installed and is ready for use. If no deficiencies are found, the Permit will be signed & issued to the applicant. Any items needing correction will be documented for the applicant, and once rectified, the Permit will be issued.
- Any tent or canopy erected and in use for longer than 30 days will be required to have additional inspections performed at the discretion of the Chief Fire Marshal to ensure continued safety.

# Site/Floor Plan

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	1
2															2	
3															3	
4															4	
5															5	
6															6	
7															7	
8															8	
9															9	
10															10	
11															11	
12															12	
13															13	
14															14	
15															15	
16															16	
17	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	17
Resident/Business Name											Date					
Address																
Telephone							Fax					Page OF				

## Site Plan Example

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	1
2	<p>Minimum clearance for flammable and combustible liquid storage: 50 Feet</p> <p>Minimum clearance for areas free of combustible waste and vegetation: 30 Feet</p> <p>Minimum clearance for heating and cooking equipment: 20 Feet</p> <p>Generator: 20 Feet from stage</p> <p>Stage: 80 Feet wide</p> <p>Aisle: 30 Feet wide</p> <p>Seating: 100 Feet wide</p> <p>Property Line: 25 Feet from stage</p> <p>500lb LPG Cylinder: 25 Feet from stage</p> <p>Exits (Typical of 5): 20 Feet from stage</p> <p>Guy wires and stakes supporting tent</p> <p>Fire extinguishers (typical of 7)</p> <p>Adjacent Permanent Structure 1234 Anyname Street</p> <p>Example not drawn to scale</p>															2
3																3
4																4
5																5
6																6
7																7
8																8
9																9
10																10
11																11
12																12
13																13
14																14
15																15
16																
17	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	17
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					