



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

Tent Permit Application

Office Use - Received Date

Fee Schedule	
Please Note: Tent Permit Applications for Temporary Outdoor Dining Permits are exempt from fees due to COVID-19	
Commercial Zone:	\$150 per tent
Residential Zone:	\$75 per tent
Temporary Assembly Permit:	\$25 per event
Non-Business Day Inspection:	\$100 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 3. Copy of Flame Spread Certificates	2. Floor Plan for Intended Use 4. Zoning Approval (Commercial Properties)
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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