



Town of Yorktown www.yorktownny.org

Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598
Tel. (914) 962-5722 ext.233 Fax (914) 962-1731

Application for a Temporary Tent Permit

(Office use only)		
APPLICATION No. _____	APPLICATION FEE _____	DATE: _____
PERMIT No. _____		DATE: _____

Applicant: Complete all information lines, below, except those marked "Office use only".

Section: _____ Block: _____ Lot: _____ Verified by _____ Date _____

Proposed Tent(s) and Size(s): _____

Total estimated cost of construction: _____ Date of Construction: _____ Date of removal: _____

Proposed Use of Tent: Sales _____ Public Assembly _____ Other (Describe) _____

Address/Location of proposed Tent _____

Contractor: _____ Telephone # _____

Address _____ Fax/Email _____

Architect or Engineer _____ Telephone # _____

Address _____ Fax/Email _____

Name of Property Owner _____ Telephone # _____

Present Address of Owner _____

The undersigned applicant hereby agrees to comply with all applicable provisions of the Code of the Town of Yorktown, and with all other Laws, Codes, Rules and Regulations applicable to the proposed construction.

NAME OF CONTACT PERSON (Please print) _____

SIGNATURE OF OWNER / AGENT* _____

* If signed by other than the owner, a letter of authorization from the owner must be submitted with this application.

DAYTIME TELEPHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

(Office use only)	
The submitted construction plans substantially comply with the Code of the Town of Yorktown and the New York State Uniform Fire Prevention and Building Code, and the same are approved subject to compliance with these and any other applicable Laws, Codes, Rules or Regulations.	
The duration of the tent use is _____ days. The Tent Permit fee is fixed	
at \$ _____ in accordance with Chapter 15 of the Code of the Town of Yorktown.	
<input type="checkbox"/> Building Inspector _____	<input type="checkbox"/> Fire Inspector _____ Date _____
(See reverse side)	

(Office use only)

SEQRA _____ DATE _____ ZBA _____ DATE _____

Planning Board _____ DATE _____

TOWN BOARD _____ DATE _____ ABACA _____ DATE _____

W.C.D.H. CONST. PERMIT # _____ DATE _____

WETLAND/EXCAVATION/SWPPP PERMIT _____ DATE _____

N.Y.C.D.E.P. _____ DATE _____ N.Y.S.D.O.T _____ DATE _____

OTHER _____

- Tent Permits expire after the last approved date of use.
- Temporary Tents and canopies shall not be erected for a period of more that 180 days within a 12 month period.
- Provide two copies of the following: A Detailed Site plan indicating all tent locations and dimensions to all surrounding items within 20 feet of tent is required. A detailed floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. Elevated platforms will require a NYS Licensed architect or engineer stamp/seal plans for structural stability, imposed loads, handrails, stairs.
- Provide a certificate of flame propagation meeting the criteria of NFPA 701.
- Provide "No Smoking" signs.
- Provide portable fire extinguishers.
- Provide locations of any heating or cooking appliances.
- Provide locations of any LP-gas containers.
- Provide the location of any portable generators.

RATE OF FEES

Tent Permit Fee - Payable at the time the Application for a Tent Permit is submitted:

Tent or Canopy used for 30 days or less----- \$50.00

Tent or Canopy used for more than 30 days but less that 181 days----- \$100.00

NOTES

(Office use only)

