



Tent Construction Approval Form

Date Received: _____

SECTION 1		Applicant Info		Tent Erection Contractor or Vendor	
Name:		Name:			
Address:		Address:			
Address(cont.):		Address(cont.):			
Phone:		Phone:			
Email:		Email:			

SECTION 2

Park or Historic Site Name: _____ Proposed Date(s): _____

Location of Proposed Tent: _____

Proposed Square Footage of Tent: _____ Proposed Height of Tent: _____

Occupant Load: ☐ Standing Room Only (Square Footage / 5) = _____ Max Occupants

(SELECT ONE) ☐ Seats (Square Footage / 7) = _____ Max Occupants

☐ Tables and Chairs (Square Footage / 15) = _____ Max Occupants

This tent will contain the following: Electrical ☐ Mechanical ☐ Heating ☐ Cooking Elements ☐

SECTION 3 (For occupancy loads of 50 or more persons)

Provide construction documents detailing the following information: (2020 FCNYS – Chapter 31)

1. Site map and floor plan of tent (Include dimensions, arrangement of tables, chairs, or other fixtures)
2. Separation distance from any lot lines, buildings, parked vehicles, engines, or generators
3. Means of Egress (Include location of all exits, aisle widths, illuminated exit signs, doors, and exit coverings)
4. Location and type of heating and electrical Equipment
5. Locations of fire extinguishers or other fire protection equipment
6. Type and location of anchorage points and analysis of structural stability
7. Flame propagation treatment certificates

SECTION 4 (Where applicable)

UDIG-NY ID: _____

You must notify the Park Office at least 15 business days in advance of the proposed event date.

-----For Office Use Only-----

Approval Dept:	Approved By:	Date:
Park Office		
Engineering		

Permit #

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