

## **Additional Procedure for Tents and Canopies Larger Than 400 Square Feet**

- A. **Tents or temporary canopies covering an area in excess of 400 square feet must also comply with this additional procedural section and conform with Chapter 31 “Tents, Temporary Special Event Structures and other Membrane Structures” of the 2020 Fire Code of New York State.**
- B. **Permit requirement:** a permit is required for tents and canopies >400 square feet. Such structures shall not be erected prior to obtaining a permit.
- C. **Construction documents:** a detailed site and floor plan for tents and canopies with an occupancy load of 50 or more shall be provided with each application for approval. The floor plan shall include details of means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
- D. **Inspections:** Tents and canopies shall be inspected prior to occupancy and use. Tents in use for 30 days or more shall be re-inspected bi-weekly.
- E. **Location:** Tents and canopies must not be located within 50 feet of: lot lines, buildings, other tents and canopies, parked vehicles or other internal combustion engines. For the purposes of required distances, support ropes and guy wires shall be considered as part of the tent or canopy.
- F. **Fire Break:** On all sides of any tent or canopy, there must be an unobstructed passageway or fire road not less than 12 feet wide free from guy wires, ropes and other obstructions to allow for fire department access unless approved by CEO.
- G. **Anchorage required:** Tents and canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the CEO on request. If tent stakes or pins will be driven into the ground for stability, NYS law requires that you contact Dig Safely NY (811) prior to insertion of tent stakes or pins. Sandbags, Water barrels, and cement is also an option, but it must be appropriately anchored for wind and weather elements.
- H. **Seating arrangements:** All seating arrangements shall be in accordance with Chapter 10 (means of egress) of the Fire Code of New York State.
- I. **Means of egress:** Exits shall be spaced at approximately equal intervals around the perimeter of the tent or canopy and shall be located such that all points are 100 feet or less from an exit. The number of exits varies depending on the number of occupants.