



CITY OF KINGSTON
 Building Safety and Zoning Enforcement
 5 Garraghan Drive, Kingston NY 12401
 (845) 331-1217
 buildings@kingston-ny.gov

Tent Permit Application		Date Received:	
Fee: \$100 plus \$125 per Fire Safety Inspection			
For Office Use Only		Total # of Tents:	
CEO:	Date:	Dimensions & Qty of each Tent:	
Permit: Approved Disapproved		Dim:	Qty:
Permit #:	Valid for: Days	Dim:	Qty:
Application and Forms must be filled out in their entirety		Dim:	Qty:
Date:		Dim:	Qty:
EVENT LOCATION Information		Dim:	Qty:
Address:		Tap Map #:	
Property Owner Name:		Phone:	
Date of Installation:	Date of Event:	Date of Removal:	
Property Owner Email:		# of People Attending:	
Proposed Tent Use:		Sides / Drops: <input type="checkbox"/> Yes <input type="checkbox"/> No	
APPLICANT'S Information (check one): <input type="checkbox"/> TENT CONTRACTOR <input type="checkbox"/> EVENT ORGANIZER			
Name:			
Mailing Address:			
Phone #:		Email:	
TENT CONTRACTOR Information (to be filled out if applicant is not the tent contractor):			
Name:		Phone:	
INDICATE ANY EQUIPMENT TO BE USED (check all that apply):			
<input type="checkbox"/> Generator	<input type="checkbox"/> Electrical Lighting	<input type="checkbox"/> Heating Equip.	<input type="checkbox"/> LPG
<input type="checkbox"/> Fire Extinguishers	<input type="checkbox"/> Illuminated Exit Signs - Required for Occupant Loads of 50 or more Persons		
<input type="checkbox"/> Cooking Equipment - There shall be NO OPEN FLAME COOKING under tents.			
PLEASE PROVIDE THE FOLLOWING ITEMS WITH THIS APPLICATION:			
1 Liability Insurance Certificates listing the City of Kingston as Certificate Holder and Additionally Insured.			
2. NYS Certificate of Workers' Compenstion			
3. For Occupant Loads of 50 or more: Construction Documents detailing the following: (2020 FCNYS - Chapter 31)			
a. Site plan and floor plan of tent(s) <i>(Include dimensions, table arrangements, chairs and other fixtures).</i>			
b. Separation distance from any lot lines, buildings, parked vehicles, engines or generators.			
c. Means of Egress <i>(Include location of all exits, aisle widths, illuminated exit signs, doors and exit coverings).</i>			
d. Location and type of cooking, heating, mechanical and electrical equipment.			
e. Locations of fire extinguishers or other fire protection equipment.			
f. Type and location of anchorage points and analysis of structural stability.			
g. Flame propogation treatment certificates			
UTILITY MARK-OUTS MUST BE PERFORMED PRIOR TO TENT CONSTRUCTION:			
Have utility mark-outs been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Applications must be submitted at least 20 business days in advance of the proposed event date.</i>			

CHAPTER 31

TENTS, TEMPORARY SPECIAL EVENT STRUCTURES
AND OTHER MEMBRANE STRUCTURESSECTION 3101
GENERAL

3101.1 Scope. Tents, temporary special event structures and *membrane structures* shall comply with this chapter. The provisions of Section 3103 are applicable only to temporary tents and membrane structures. The provisions of Sections 3104 and 3106 are applicable to temporary and permanent tents and membrane structures. The provisions of Section 3105 are applicable to temporary special event structures. The provisions of Section 3106 are applicable to outdoor assembly events. Other temporary structures shall comply with the *Building Code of New York State*.

SECTION 3102
DEFINITIONS

3102.1 Definitions. The following terms are defined in Chapter 2:

AIR-INFLATED STRUCTURE.

AIR-SUPPORTED STRUCTURE.

MEMBRANE STRUCTURE.

TEMPORARY SPECIAL EVENT STRUCTURE.

TENT.

SECTION 3103
TEMPORARY TENTS AND MEMBRANE
STRUCTURES

3103.1 General. Tents and membrane structures used for temporary periods shall comply with this section and Section 3106. Other temporary structures erected for a period of 180 days or less shall comply with the *Building Code of New York State*.

[NY] 3103.2 Approval required. Tents and membrane structures having an area in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining approval from the *fire code official*.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides that comply with all of the following:
 - 2.1. Individual tents having a maximum size of 700 square feet (65 m²).
 - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of

12 feet (3658 mm), not exceeding 700 square feet (65 m²) total.

- 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

3103.3 Outdoor assembly event. For the purposes of this chapter, an outdoor assembly event shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

3103.3.1 Special amusement building. Tents and other membrane structures erected as a special amusement building shall be equipped with an *automatic sprinkler system* in accordance with Section 411.3 of the *Building Code of New York State*.

[NY] 3103.4 Permits. Permits shall be required as set forth in Sections 105.2 and 105.6.

3103.5 Use period. Temporary tents, air-supported, air-inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

3103.6 Construction documents. A detailed site and floor plan for tents or membrane structures with an *occupant load* of 50 or more shall be provided with each application for approval. The tent 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. The *construction documents* shall include an analysis of structural stability.

3103.7 Inspections. The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, *owner* or agent to determine that the installation is maintained in accordance with this chapter.

Exception: Permit use periods of less than 30 days.

3103.7.1 Inspection report. Where required by the *fire code official*, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

3103.8 Access, location and parking. Access, location and parking for temporary tents and membrane structures shall be in accordance with this section.

3103.8.1 Access. Fire apparatus access roads shall be provided in accordance with Section 503.

3103.8.2 Location. Tents or membrane structures shall not be located within 20 feet (6096 mm) of *lot lines*, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of deter-

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mining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

Exceptions:

1. Separation distance between membrane structures and tents not used for cooking is not required where the aggregate floor area does not exceed 15,000 square feet (1394 m²).
2. Membrane structures or tents need not be separated from buildings where all of the following conditions are met:
 - 2.1. The aggregate floor area of the membrane structure or tent shall not exceed 10,000 square feet (929 m²).
 - 2.2. The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area including increases as indicated in the *Building Code of New York State*.
 - 2.3. Required *means of egress* are provided for both the building and the membrane structure or tent including travel distances.
 - 2.4. Fire apparatus access roads are provided in accordance with Section 503.

3103.8.3 Location of structures in excess of 15,000 square feet in area. Membrane structures having an area of 15,000 square feet (1394 m²) or more shall be located not less than 50 feet (15 240 mm) from any other tent or structure as measured from the sidewall of the tent or membrane structure unless joined together by a corridor.

3103.8.4 Membrane structures on buildings. Membrane structures that are erected on buildings, balconies, decks or other structures shall be regulated as permanent membrane structures in accordance with Section 3102 of the *Building Code of New York State*.

3103.8.5 Connecting corridors. Tents or membrane structures are allowed to be joined together by means of corridors. *Exit* doors shall be provided at each end of such corridor. On each side of such corridor and approximately opposite each other, there shall be provided openings not less than 12 feet (3658 mm) wide.

3103.8.6 Fire break. An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise *approved by the fire code official*.

3103.9 Structural stability and anchorage required. Tents or membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the *fire code official*.

3103.9.1 Tents and membrane structures greater than one story. Tents and membrane structures exceeding one story shall be designed and constructed to comply with

Sections 1606 through 1609 of the *Building Code of New York State*.

3103.9.2 Tents and membrane structures greater than 7,500 square feet. *Tents and membrane structures* greater than 7,500 square feet (697 m²) shall be designed and constructed to comply with Sections 1606 through 1609 of the *Building Code of New York State*.

3103.9.3 Tents and membrane structures with an occupant load greater than 1,000. *Tents and membrane structures* with an occupant capacity greater than 1,000 persons shall be designed and constructed to comply with Sections 1606 through 1609 of the *Building Code of New York State*.

3103.10 Temporary air-supported and air-inflated membrane structures. Temporary air-supported and air-inflated membrane structures shall be in accordance with Sections 3103.10.1 through 3103.10.4.

3103.10.1 Door operation. During high winds exceeding 50 miles per hour (22 m/s) or in snow conditions, the use of doors in air-supported structures shall be controlled to avoid excessive air loss. Doors shall not be left open.

3103.10.2 Fabric envelope design and construction. Air-supported and air-inflated structures shall have the design and construction of the fabric envelope and the method of anchoring in accordance with Architectural Fabric Structures Institute FSAAS.

3103.10.3 Blowers. An air-supported structure used as a place of assembly shall be furnished with not less than two blowers, each of which has adequate capacity to maintain full inflation pressure with normal leakage. The design of the blower shall be so as to provide integral limiting pressure at the design pressure specified by the manufacturer.

3103.10.4 Auxiliary inflation systems. Places of public assembly for more than 200 persons shall be furnished with an auxiliary inflation system capable of powering a blower with the capacity to maintain full inflation pressure with normal leakage in accordance with Section 3103.10.3 for a minimum duration of 4 hours. The auxiliary inflation system shall be either a fully automatic auxiliary engine-generator set or a supplementary blower powered by an internal combustion engine that shall be automatic in operation. The system shall be capable of automatically operating the required blowers at full power within 60 seconds of a commercial power failure.

3103.11 Seating arrangements. Seating in tents or membrane structures shall be in accordance with Chapter 10.

3103.12 Means of egress. *Means of egress* for temporary tents and membrane structures shall be in accordance with Sections 3103.12.1 through 3103.12.8.

3103.12.1 Distribution. *Exits* shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an *exit*.

3103.12.2 Number. Tents, or membrane structures or a usable portion thereof shall have not less than one *exit* and not less than the number of *exits* required by Table 3103.12.2. The total width of *means of egress* in inches

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(mm) shall be not less than the total *occupant load* served by a *means of egress* multiplied by 0.2 inches (5 mm) per person.

3103.12.3 Exit openings from tents. *Exit* openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be not less than 80 inches (2032 mm) above the floor level at the *exit*. The curtains shall be so arranged that, when open, no part of the curtains obstructs the *exit*.
2. Curtains shall be of a color, or colors, that contrasts with the color of the tent.

3103.12.4 Doors. *Exit* doors shall swing in the direction of *exit* travel. To avoid hazardous air and pressure loss in air-supported membrane structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall not exceed 15 pounds (66 N).

3103.12.5 Aisle. The width of *aisles* without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum *aisle* width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.
2. In public areas, smooth-surfaced, unobstructed *aisles* having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and *aisles* shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of *aisle* width for each 50 persons served by such *aisle* at that point.

3103.12.5.1 Arrangement and maintenance. The arrangement of *aisles* shall be subject to approval by the *fire code official* and shall be maintained clear at all times during occupancy.

3103.12.6 Exit signs. *Exits* shall be clearly marked. *Exit* signs shall be installed at required *exit* doorways and where otherwise necessary to indicate clearly the direction

of egress where the *exit* serves an *occupant load* of 50 or more.

3103.12.6.1 Exit sign illumination. *Exit* signs shall be either *listed* and *labeled* in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires supplied in either of the following manners:

1. Two separate circuits, one of which shall be separate from all other circuits, for *occupant loads* of 300 or less.
2. Two separate sources of power, one of which shall be an *approved* emergency system, shall be provided where the *occupant load* exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with NFPA 70. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design demand.

3103.12.7 Means of egress illumination. *Means of egress* shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for *means of egress* illumination shall be supplied from a separate circuit or source of power.

3103.12.8 Maintenance of means of egress. The required width of *exits*, *aisles* and passageways shall be maintained at all times to a *public way*. Guy wires, guy ropes and other support members shall not cross a *means of egress* at a height of less than 8 feet (2438 mm). The surface of *means of egress* shall be maintained in an *approved* manner.

SECTION 3104 TEMPORARY AND PERMANENT TENTS AND MEMBRANE STRUCTURES

3104.1 General. Tents and membrane structures, both temporary and permanent, shall be in accordance with this section and Sections 3106 and 3107. Permanent tents and

TABLE 3103.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF
EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

For SI: 1 inch = 25.4 mm.

a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall be not less than the total occupant load multiplied by 0.2 inches per person.

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membrane structures shall also comply with the *Building Code of New York State*.

3104.2 Flame propagation performance treatment. Before a permit is granted, the *owner* or agent shall file with the *fire code official* a certificate executed by an *approved* testing laboratory. The certificate shall indicate that the floor coverings, tents, membrane structures and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance of Test Method 2 of NFPA 701. Additionally, it shall indicate that the bunting and combustible decorative materials and effects are composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2 of NFPA 701, as applicable. Alternatively, the materials shall be treated with a flame retardant in an *approved* manner and meet the flame propagation performance criteria of the applicable test method of NFPA 701. The flame propagation performance criteria shall be effective for the period specified by the permit.

3104.3 Label. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

3104.4 Certification. An affidavit or affirmation shall be submitted to the *fire code official* and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to all of the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the *owners* of the tent or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

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