



## Town of Horseheads Code Enforcement

150 Wygant Road  
Horseheads, NY 14845  
(607) 739-7605 tel (607) 739-0469 fax  
www.townofhorseheads.org

### APPLICATION FOR TEMPORARY TENT PERMIT

**The following must be provided with this application:**

- Detailed site plan identifying proposed location and distances from other structures
- Written permission of Property Owner authorizing location and installation
- Flame Resistance Certification
- Interior Floor Plan
- Application Fee of \$50.00

Street Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

Date Tent to be Erected: \_\_\_\_\_ Date Taken Down: \_\_\_\_\_

Size of Tent: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Proposed use of Tent: \_\_\_\_\_

Estimated Maximum Number of Occupants at any time: \_\_\_\_\_

<b>The following are proposed to be provided?</b>	YES	NO
Side Panels ( Walls, Flaps)		
Electrical Lighting		
Generator		
Fire Extinguishers		
Emergency Lighting		
Exit Signs		
Heating Equipment                      Fuel Type?		
Cooking Equipment                      Fuel Type?		

I, applicant agree to observe and comply with all Town of Horseheads Regulations and Chapter 24 of the Fire Code of New York State. No changes to this application can be made without prior approval of Code Enforcement Officer.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Date received: \_\_\_\_\_ Approved by: \_\_\_\_\_

## §F2403

### TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES

§F2403.1 General. All temporary tents, canopies and membrane structures shall comply with this section.

§F2403.2 Approval required. Tents and membrane structures having an area in excess of 200 square feet (19 m<sup>2</sup>) and canopies in excess of 400 square feet (37 m<sup>2</sup>) shall not be erected, operated or maintained for any purpose without first obtaining a permit, when required by §F109, and approval from the code enforcement official.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
  - 2.1. Individual canopies having a maximum size of 700 square feet (65 m<sup>2</sup>).
  - 2.2. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m<sup>2</sup>) total.
  - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

§F2403.3 Place of assembly. For the purposes of this chapter, a place of assembly 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.

§F2403.4 Permits. Permits shall be required as set forth in §F109.

§F2403.5 Use period. Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

§F2403.6 Construction documents. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be

provided with each application for approval. 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.

§F2403.7 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, when such permit is required by §F109, 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.

§F2403.7.1 Inspection report. When required by the code enforcement official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

§F2403.8 Access, location and parking. Access location and parking for temporary tents, canopies and membrane structures shall be in accordance with this section.

§F2403.8.1 Access. Fire apparatus access roads shall be provided in accordance with §F503.

§F2403.8.2 Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

Exceptions:

1. Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet (1394 m<sup>2</sup>).
2. Membrane structures, tents or canopies need not be separated from buildings when all of the following conditions are met:
  - 2.1. The aggregate floor area of the membrane structure, tent or canopy shall not exceed 10,000 square feet (929 m<sup>2</sup>).

2.2. The aggregate floor area of the building and membrane structure, tent or canopy 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 provisions are provided for both the building and the membrane structure, tent or canopy, including travel distances.

2.4. Fire apparatus access roads are provided in accordance with §F503.

§F2403.8.3 Location of structures in excess of 15,000 square feet in area. Membrane structures having an area of 15,000 square feet (1394 m<sup>2</sup>) 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.

§F2403.8.4 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.

§F2403.8.5 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, canopies and membrane structures unless otherwise approved by the code enforcement official.

§F2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances 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 code enforcement official on request.

§F2403.10 Temporary air-supported and air-inflated membrane structures. Temporary air-supported and air-inflated membrane structures shall be in accordance with §F2403.10.1 through §F2403.10.4.

§F2403.10.1 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.

§F2403.10.2 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 §3102 MEMBRANE STRUCTURES of the Building Code of New York State.

§F2403.10.3 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.

§F2403.10.4 Auxiliary power. Places of public assembly for more than 200 persons shall be furnished with either a fully automatic auxiliary engine-generator set capable of powering one blower continuously for 4 hours, or a supplementary blower powered by an internal combustion engine which shall be automatic in operation.

§F2403.11 Seating arrangements. Seating in tents, canopies or membrane structures shall be in accordance with Chapter F10.

§F2403.12 Means of egress. Means of egress for temporary tents, canopies and membrane structures shall be in accordance with §F2403.12.1 through §F2403.12.8.

§F2403.12.1 Distribution. Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an exit.

§F2403.12.2 Number. Tents, canopies or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by Table F2403.12.2. The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches (5 mm) per person.

TABLE F2403.12.2

MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS  
FROM TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		Tent or Canopy	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 3,000a	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 not be less than the total occupant load multiplied by 0.2 inches per person.

§F2403.12.3 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 a minimum of 80 inches (2032 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
2. Curtains shall be of a color, or colors, that contrasts with the color of the tent.

§F2403.12.4 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).

§F2403.12.5 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.

§F2403.12.5.1 Arrangement and maintenance. The arrangement of aisles shall be subject to approval by the code enforcement official and shall be maintained clear at all times during occupancy.

§F2403.12.6 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 when the exit serves an occupant load of 50 or more.

§F2403.12.6.1 Exit sign illumination. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when 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 Chapter 27 of the Building Code of New York State.

§F2403.12.7 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.

§F2403.12.8 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.