TENT PERMITS

KEEP IT PROFESSIONAL



If the word 'permit' creates panic in the office You're doing it wrong.

Step One

- Gather the specific event/tenting requirements, sorted by jurisdiction
- Scan and file the applications on your network (can use as worksheet)
- Scan all of the flame certificates 1 2 to a page
- Create a instruction/cover page with check boxes
- Have a notary on staff

Step Two

- Invite the local inspectors to visit one of your jobs, perhaps outside their jurisdiction talk about meeting and exceeding requirements
- Develop a working relationship share knowledge
- Your goal is to impress with professionalism you want to follow the rules – you just need to know what they are! Talk
- Convey how you obey a strict qualified standard and the bottom line is the safety of the employees, the customers and their guests period
- Purchase the codes book for your area and make yourself familiar with the most commonly sited
- Always file for the permit. Always. When done right, it's a profit center
- Don't cave to your cousin who claims he doesn't need a permit because he has 'connections'; you worked hard to establish this trust don't blow it



Tent Rentals 21 Vreeland Avenue, Elmsford, New York 10523 (914) 592-1200 Fax (914)592-7477

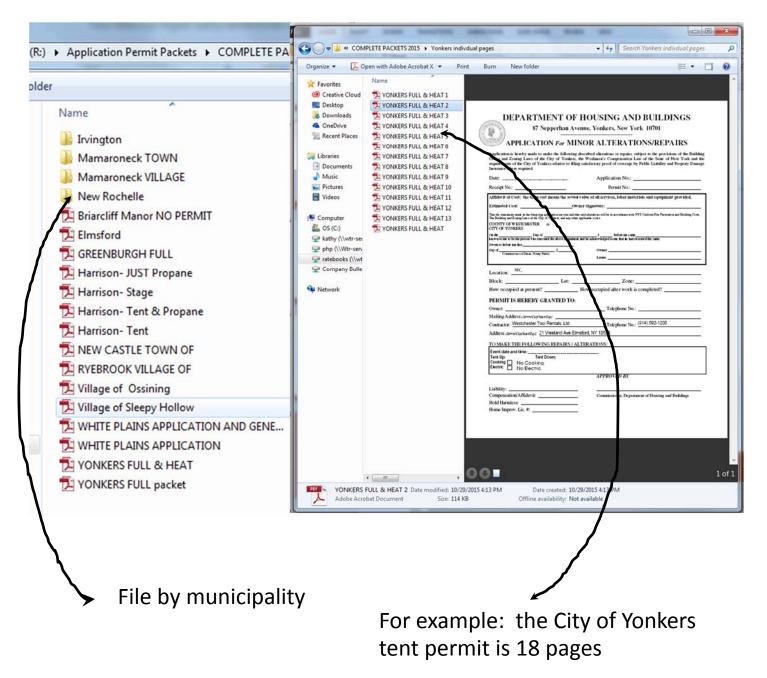
GENERAL COVER SHEET

Customer's Name: Contract # Event Address: Installation Date:		Submission Date :	
Event Address:		Rental	
	Customer's Name:	Contract #	
Property Tax Designation: Section Lot Block Event Date: Day: Type of Event: Tent will be ready for inspection: Day/ Date Time	Event Address:	Installation Date:	
Event Date:		Removal Date:	
Tent will be ready for inspection: Day/ Date	Property Tax Designation: Section	Lot Block	
Tent Permit Application # Guest:	Event Date:	Day: Type of Event:	
Check for fees. Check number	Tent will be ready for inspection: Day/	Date Time	
Copy of Certificate of Flame Resistance for Each Tent # Fire Extinguishers:	Tent Permit Application	# Guest:	
Site Plan / Layout Cut Sheet of Tent – Size(s) of Tent(s) Proof of Insurance - Municipality Proof of Worker's Compensation Insurance Proof of Oisability Benefits Insurance Under Ground Utilities - Call Before You Dig Case # New York #811 ID# 23756 Electrical Permit Required Yes / No Electrical Permit Required Yes / No Plumbing / HVAC Permit Required Yes / No Heater Cut Sheet Staging Permit Required Yes / No Spec Sheet Special Instructions: Customer's Emergency Phone #	Check for fees. Check num	ber # Of Exits:	
Cut Sheet of Tent – Size(s) of Tent(s) Proof of Insurance - Municipality Proof of Worker's Compensation Insurance Proof of Disability Benefits Insurance Under Ground Utilities - Call Before You Dig Case # New York #811 102272-4480 - Conn./N.E. 11300 11400 11500	Copy of Certificate of Flam	e Resistance for Each Tent # Fire Extinguishers:	
Proof of Insurance - Municipality Proof of Worker's Compensation Insurance Proof of Disability Benefits Insurance Under Ground Utilities - Call Before You Dig Case #	Site Plan / Layout		
Proof of Worker's Compensation Insurance Proof of Disability Benefits Insurance Under Ground Utilities - Call Before You Dig Case # New York #811 <u>ID# 23756</u> - NYC 1-800-272-4480 - Conn./N.E. 1-800-922-4455 Electrical Permit Required Yes / No Electrical Contractor: Generator Permit Required Yes / No Plumbing / HVAC Permit Required Yes / No HVAC Contractor: Heater Cut Sheet Staging Permit Required Yes / No Spec Sheet Special Instructions: Customer's Emergency Phone #	Cut Sheet of Tent - Size(s)	of Tent(s)	
Proof of Disability Benefits Insurance Under Ground Utilities - Call Before You Dig Case # New York #\$11 <u>[D# 23756</u> - NYC 1-800-272-4480 - Conn./N.E. 1-800-922-4455 Electrical Permit Required Yes / No Electrical Contractor: Generator Permit Required Yes / No Plumbing/ HVAC Permit Required Yes / No HVAC Contractor: Heater Cut Sheet Staging Permit Required Yes / No Spec Sheet Staging Permit Required Yes / No Spec Sheet Customer's Emergency Phone #	Proof of Insurance - Munic	sipality	
Under Ground Utilities - Call Before You Dig Case #	Proof of Worker's Compen	isation Insurance	
New York #811 <u>ID# 23756</u> - NYC 1-800-272-4480 - Conn./N.E. 1-800-922-4455 Electrical Permit Required Yes / No -	Proof of Disability Benefits	Insurance	
Electrical Permit Required Yes / No Electrical Contractor: Generator Permit Required Yes / No Plumbing / HVAC Permit Required Yes / No HVAC Contractor: Heater Cut Sheet Staging Permit Required Yes / No Spec Sheet Staging Permit Required Yes / No Spec Sheet Special Instructions: Customer's Emergency Phone #			
Electrical Contractor: Generator Permit Required Yes / No Plumbing / HVAC Permit Required Yes / No HVAC Contractor: Heater Cut Sheet Staging Permit Required Yes / No Spec Sheet Staging Permit Required Yes / No Spec Sheet Customer's Emergency Phone #	Under Ground Utilities - Ca	all Before You Dig Case #	
Generator Permit Required Yes / No Plumbing / HVAC Permit Required Yes / No HVAC Contractor: Heater Cut Sheet Staging Permit Required Yes / No Spec Sheet Staging Permit Required Yes / No Spec Sheet Customer's Emergency Phone #		23756 - NYC 1-800-272-4480 - Conn./N.E. 1-800-922-4	455
HVAC Contractor: Heater Cut Sheet Staging Permit Required Yes / No Spec Sheet Special Instructions: Customer's Emergency Phone #	New York #811 <u>ID#</u> Electrical Permit Required	<u>23756</u> - NYC 1-800-272-4480 - Conn./N.E. 1-800-922-4 Yes / No	455
Heater Cut Sheet Staging Permit Required Yes / No Spec Sheet Special Instructions: Customer's Emergency Phone #	New York #811 <u>ID#</u> Electrical Permit Required Electrical Contractor:	<u>23756</u> - NYC 1-800-272-4480 - Conn./N.E. 1-800-922-4 Yes / No	455
Special Instructions: Customer's Emergency Phone #	New York #811 <u>ID#.</u> Electrical Permit Required Electrical Contractor: _ Generator Permit Required Plumbing / HVAC Permit I	<u>23756</u> - NYC 1-800-272-4480 - Conn./N.E. 1-800-922-4 Yes / No d Yes / No Required Yes / No	455
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Event Location:			NY
Setup Date:	Event Date:	Dov	vn Date:
Event Start Time:		Event End Time:	
Tent Length:	Tent Width:	Tent Height:	
Type of Seating: Seated I	Dinner	Tent Sidewall: YES	as of the contract signing
Occupancy: 0 Gue (0 square feet at 15		as per FCNYS1004.1.1)	
Exits: 2 at a 72" minimun	n width as per FC1	VYS 2403.R	
(One non-electrically illun Emergency Exit Lights: N Fire Extinguishers: 2 ABC (not to exceed travel dist	O Event will b extinguishers ance of 75' as per	FCNYS 2404.12)	3.R.6.1)
(One non-electrically illun Emergency Exit Lights: No Fire Extinguishers: 2 ABC (not to exceed travel dish "No smoking" signs: 2 a	D Event will t extinguishers ance of 75' as per s per FCNYS2404.6	FCNYS 2404.12)	3.R&1)
(One non-electrically illun Emergency Exit Lights: <u>Ni</u> Fire Extinguishers: <u>2</u> ABC (not to exceed travel dist "No smoking" signs: <u>2</u> a Aisle minimum 44" as pe	D Event will 1 extinguishers ance of 75' as per s per FCNYS2404.6 r FCNYS 2403.12.5	FCNYS 2404.12)	3.R.6.1)
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(One non-electrically illun Emergency Exit Lights: <u>N</u> Fire Extinguishers: <u>2</u> ABC (not to exceed travel dist "No smoking" signs: <u>2</u> a Aisle minimum 44" as pe No open Flame under te Tent Lighting: If YES, 1	Event will P extinguishers ance of 75° as per s per FCNYS2404.6 rr FCNYS 2403.12.5 ent as per FCNYS 2 What kind:	FCNYS 2404.12)	
(One non-electrically illun Emergency Exit Lights: N Fire Extinguishers: 2 ABC (not to exceed travel dist "No smoking" signs: 2 a Aisle minimum 44" as pe No open Flame under te Tent Lighting: If YES, 1 Generator: If YES, 1	Event will P extinguishers ance of 75° as per s per FCNYS2404.6 rr FCNYS 2403.12.5 ent as per FCNYS 2 What kind:	FCNYS 2404.12)	
"No smoking" signs: 2_a Aisle minimum 44" as pe No open Flame under te Tent Lighting: If YES, 1	Event will P extinguishers ance of 75' as per s per FCNYS2404.6 r FCNYS 2403.12.5 ent as per FCNYS 2 What kind: What kind:	FCNYS 2404.12) 2404.7	

Scan and file permit applications by municipality



Granted our permit system took nearly 3 months to set up and it's a work in progress - but the permit process that used to take up to 2 days - now takes about 45 minutes = by having these resources at a click of a mouse

Scan & File Flame Certs by size or rental class. Have cut sheets for heaters and cooking equipment

anize 🔻 Include in library 🔻	Burn New folder		
Favorites	Name	Date modified Type	
Oreative Cloud Files	📙 6' & 9' MARQUEES	11/8/2014 1:30 PM File folder	
Desktop	8' SIDE WALLS	11/8/2014 1:30 PM File folder	
Downloads	J0' FIESTA		
CneDrive	10' SIDE WALLS		
Recent Places	🗼 12' FIESTA FRAME	BREEZERERERE IMPORTANT DOCUME	NT
	길 14' FIESTA FRAME	Certificate of Flame Ro	peietanco
Libraries	📕 16' FIESTA FRAME		515141/00
Documents	18' FIESTA FRAME		Date of Shipment
Music	20' FIESTA AFRAME		9/21/2007
Pictures	3 20' NAVI FLAME CERTS		Tent Identification
Videos	25' FIESTA FRAME	EVANSVILLE, INDIANA 47725	
	30' FIESTA FRAME	F140.1	04555507
Computer	30'W NAVI FLAME CERTS	This is to certify that the materials described have been flame-retarda	
S (C:)	40'W NAVI FLAME CERTS	(or are inherently noninflammable) and were supplied to:	int treated
kathy (\\wtr-server01\users) (H:)	50'W NAVI FLAME CERTS	(of are interently nonimaninable) and were supplied to:	
php (\\Wtr-server01) (Q:)	AIR CASTLES	651462	
ratebooks (\\wtr-server01) (R:)	Lamo	WESTCHESTER PARTY RENTALS LTD DBA PARTY LINE RENTALS	
Company Bulletinboard (\\wtr-s	CANOPY	21 VREELAND AVE	
kathy's iPhone	CENTURY FRAME		
-	CENTURY POLES	ELMSFORD NY 105232524	
Network	Certified Flamprooffing = MCNY = Dandy		
	LEAR TOP FLAME CERTS		
	Doors		
	firecode_chap_08_pdf_files		
	Flame Cert	Certification is hereby made that:	
	FLOOR & CARPETING	The articles described on this Certificate have been treated with a fla	me-retardant approved
	HEATERS	chemical and that the application of said chemical was done in confo	
	BM-Dolce CERTS	Fire Marshal Code. All fabric has been tested and passes NFPA 701-9	
	KEAN HOMECOMING OCTOBER		5, GFAI 64, OLC 109.
	Lasdon Park	Serial #	2245
	LINERS FOR FRAME & NAVI	8048380C (1)	2205
	MISCELLANEOUS INSURANCE	Description of item certified:	
	MOUNTAIN VIEW	인 지사UTRAC INTERIOR GABLE END 40W SNYDER BO#1023970A	
	New York City Flame Certificate	Flame Retardant Process Used Will Not Be Re	amound Du
	BED APPLE GALA		
		Washing And Is Effective For The Life Of Th	le Fabric
	SOLD TENTS FLAME CERTS	SNYDER MFG NEW PHILADELPHIA,OH Signed:	- A. Clark
	SOLD TO ACE	Name of Applicator of Flame Resistant Finish ANC	CHOR INDUSTRIES INC.
	STAGE DOOR		

Then there is NYC!

- It's like no other city in the world and so is the permit process!
- Establish yourself as a NYC General Contractor
- Obtain the tracking number required to work in NYC
- Permit must be filed with an architect
- Expeditor & architect fees start at \$4500

	NY	C Department	of Buildings		
		Contractor	Details		
	=== GENERAL C	CONTRACTOR RACKING NUM KENNY P	BER ONLY	ISTERED ===	
Date Issued: 12/23/2008 Status: A - ACTIVE City Employee: No Office Address: 11 VREELANI	Contractor ID: 020 Expiration: 12/31/	2015			
	16	0523			
Business Phone: 914-592-201	16 R TOOL RENTALS	Policy	Required	Company	Expiration Date
Business Phone: 914-592-201 Business 1 : WESTCHESTER	16 R TOOL RENTALS		Required Yes	Company HARTFORD FIRE INS COM	Expiration Date 03/15/2016
Business Phone: 914-592-201 Business 1 : WESTCHESTER Insurance T	16 R TOOL RENTALS ype 4	Policy			

Additional Permits are sometimes needed:

- TPA Temporary Public Assembly
- SAPO Street Activity Permit Office
- Flame Proofing Affidavit
- Generator Permit
- Stage Permit
- Department of Health
- Overnight Work Permit
- Parking Permit
- DOT Permit

