

# TENT PERMITS

KEEP IT PROFESSIONAL

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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
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# 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

GENERAL COVER SHEET



Tent Rentals

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

Tent Permit Cover Sheet

Municipality: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Customer's Name: \_\_\_\_\_ Rental Contract # \_\_\_\_\_

Event Address: \_\_\_\_\_ Installation Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

Property Tax Designation: Section \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Event Date: \_\_\_\_\_ Day: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Tent will be ready for inspection: Day/ Date \_\_\_\_\_ Time \_\_\_\_\_

- Checkboxes for: Tent Permit Application, Check for fees, Copy of Certificate of Flame Resistance, Site Plan, Cut Sheet of Tent, Proof of Insurance, Under Ground Utilities, Electrical Permit, Generator Permit, Plumbing/HVAC Permit, Heater Cut Sheet, Staging Permit, Special Instructions, Customer's Emergency Phone, Party Line Tent Rentals Emergency #.

Rev. 10-15cc

MUNICIPAL SPECIFIC COVER SHEET



Event Location: \_\_\_\_\_ NY

Setup Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Down Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Tent Length: \_\_\_\_\_ Tent Width: \_\_\_\_\_ Tent Height: \_\_\_\_\_

Type of Seating: Seated Dinner Tent Sidewall: YES as of the contract signing

Occupancy: 0 Guests (0 square feet at 15 sq feet per person as per FCNYS1004.1.1)

Exits: 2 at a 72" minimum width as per FCNYS 2403.R

Exit Signs: 2 Signs. (One non-electrically illuminated sign at each exit as per FCNYS 2403.R.6.1)

Emergency Exit Lights: NO Event will be during the Daytime

Fire Extinguishers: 2 ABC extinguishers (not to exceed travel distance of 75' as per FCNYS 2404.12)

"No smoking" signs: 2 as per FCNYS2404.6

Aisle minimum 44" as per FCNYS 2403.12.5

No open Flame under tent as per FCNYS 2404.7

Tent Lighting: If YES, What kind: \_\_\_\_\_

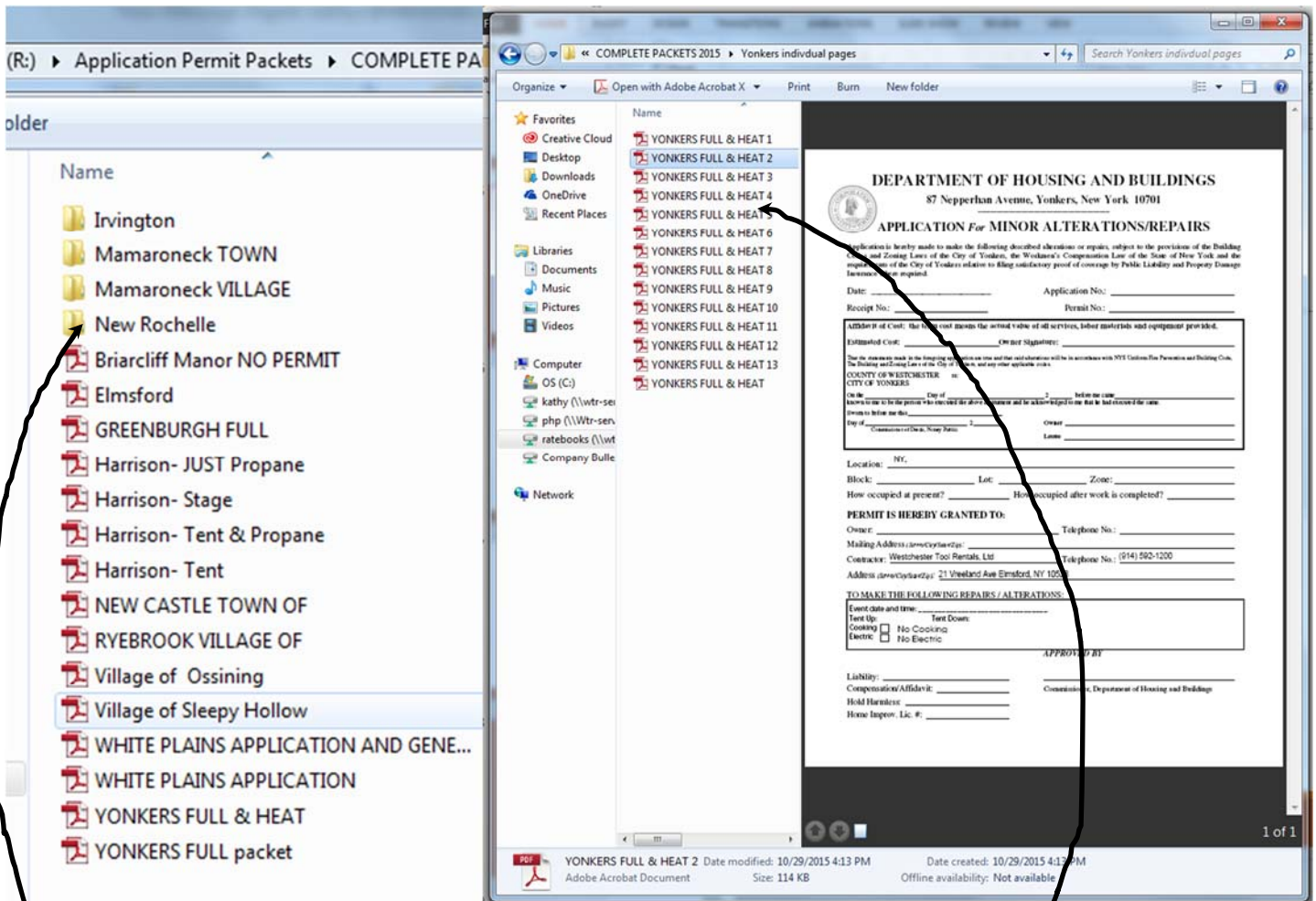
Generator: If YES, What kind: \_\_\_\_\_

Cooking: \_\_\_\_\_

Party Line Contact: Andrew Metzger (914) 906-7110 andrewm@partylinerentals.com

Building Fee- \$300 Fire Department Fee- \$95

# Scan and file permit applications by municipality

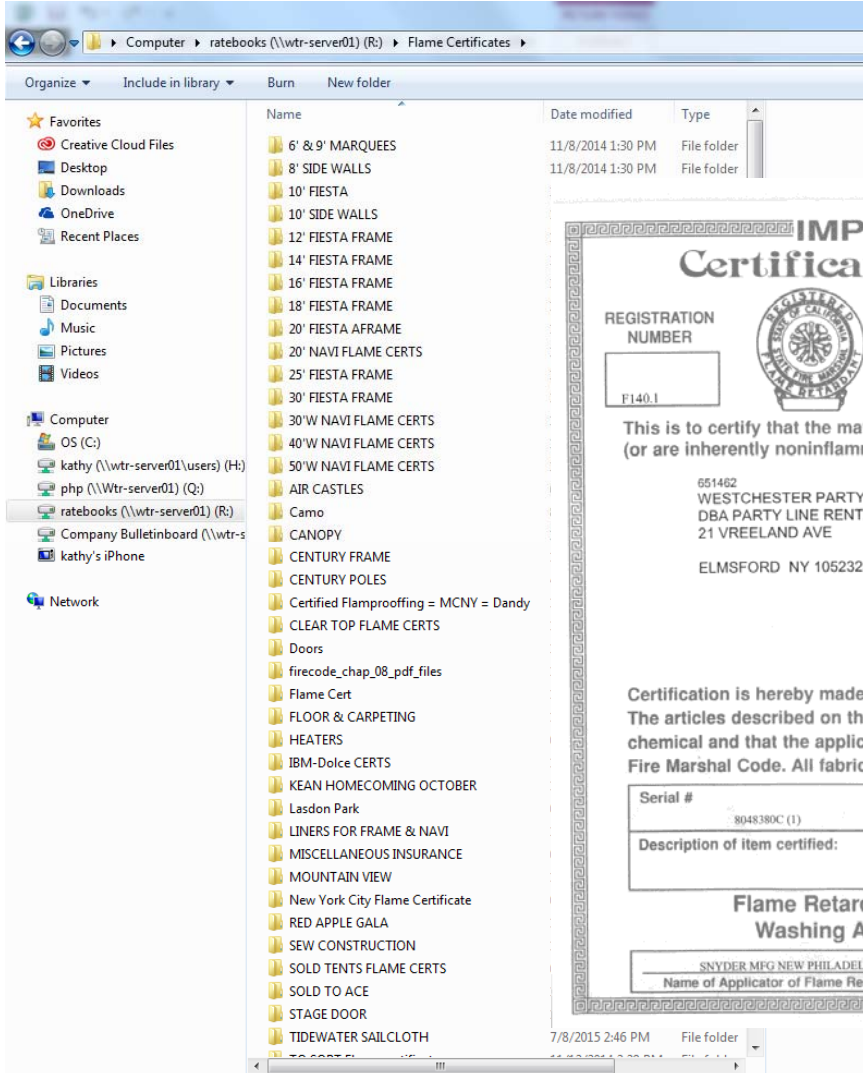


File by municipality

For example: the City of Yonkers tent permit is 18 pages

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



**IMPORTANT DOCUMENT**

## Certificate of Flame Resistance

REGISTRATION NUMBER F140.1		ISSUED BY  <b>ANCHOR INDUSTRIES INC.</b> EVANSVILLE, INDIANA 47725 MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Date of Shipment</td></tr> <tr><td style="text-align: center;">9/21/2007</td></tr> <tr><td style="text-align: center;">Tent Identification</td></tr> <tr><td style="text-align: center;">04555507</td></tr> </table>	Date of Shipment	9/21/2007	Tent Identification	04555507
Date of Shipment							
9/21/2007							
Tent Identification							
04555507							

This is to certify that the materials described have been flame-retardant treated  
 (or are inherently nonflammable) and were supplied to:

651462  
 WESTCHESTER PARTY RENTALS LTD  
 DBA PARTY LINE RENTALS  
 21 VREELAND AVE  
 ELMSFORD NY 105232524

Certification is hereby made that:  
 The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code. All fabric has been tested and passes NFPA 701-99, CPAI 84, ULC 109.

Serial #	8048380C (1)	2205
Description of item certified:		
NAVITRAC INTERIOR GABLE END 40'W SNYDER BOW1023970A		

**Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric**

SNYDER MFG NEW PHILADELPHIA, OH Name of Applicator of Flame Resistant Finish	Signed:  ANCHOR INDUSTRIES INC.
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# 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

NYC Department of Buildings  
**Contractor Details**  
=== GENERAL CONTRACTOR - NON-REGISTERED ===  
TRACKING NUMBER ONLY  
KENNY PUFF

Date Issued: 12/23/2008      Contractor ID: 020671  
Status: A - ACTIVE      Expiration: 12/31/2015  
City Employee: No  
Office Address: 11 VREELAND AVE ELMSFORD, NY 10523  
Business Phone: 914-592-2016

Business 1 : WESTCHESTER TOOL RENTALS

Insurance Type	Policy	Required	Company	Expiration Date
General Liability	45UUNQZ0610	Yes	HARTFORD FIRE INS COM	03/15/2016
Workers' Compensation	45WEQY9926	Yes	SENTINEL INS CO LTD	03/01/2016
Disability	DBL 204817	Yes	SHELTERPOINT LIFE INS COM	12/31/2015

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

*and the list goes on...*