

# Village of Williamsville

716-632-4120  
FAX: 716-632-6009  
www.village.williamsville.ny.us



5565 Main Street  
Williamsville, New York 14221

## TENT PERMIT PROCEDURES

1. A Fire Prevention Permit is required for all tents in excess of 400 square feet.
2. All tents must meet the requirements of Chapter 31 of the Fire Code of NYS and NFPA 102.
3. A detail of the site, floor plan, including means of egress, seating arrangement, location of any type of electrical or heating equipment. Tents cannot be located within 20' of any lot lines, buildings or parked vehicles.
4. Fire lanes must be maintained and unobstructed at all times.
5. An unobstructed fire break or passageway of not less than 12' wide and free of obstructions shall be maintained on all sides of the tent unless otherwise approved by the Fire Inspector.
6. Tents less than 10,000 sq. ft. are required to be separated by the requirements of the authority having jurisdiction at the time of application and or inspection.
7. A flame resistive certificate must be provided at the time of application, if it is not affixed to the tent.
8. Tents must be adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing of the tent.
9. Means of egress and number of exits shall be determined at the time of application, by using the detailed floor plan.
10. Illuminated Exit Signs and Emergency Lighting are required with an occupant load of 50 or more. This equipment must be operational at the time of inspection.
11. Hay, straw or other combustible material or decorations are prohibited unless approved by the Fire Inspector.
12. Smoking is prohibited under the tent.
13. Open or exposed flames shall not be permitted inside or located within 20 ft. of the tent, unless approved by the Fire Inspector.

14. Portable fire extinguishers with current inspection tags must be on site at all times, quantity and locations to be predetermined by the Fire Inspector.
15. Any heating, cooking or electrical equipment authorized by the Fire Inspector must be installed to the applicable codes. An electrical inspection may be required.
16. **Inspections must be completed prior to use or event, with all the above requirements in place.**

A permit may be revoked because of any false statement or misrepresentation of material fact in the application or because of failure to supply additional information required within a reasonable time, or because of change in activity, operation, location, ownership or use.

(Chapter 28 Village of Williamsville Code)

Signature \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

**VILLAGE OF WILLIAMSVILLE**  
*Building Department*  
 5565 Main Street  
 Williamsville, New York 14221 (716) 632-7747

**FIRE PREVENTION & OPERATING PERMIT**  
*Annual Inspection*

|                         |                    |                        |                      |
|-------------------------|--------------------|------------------------|----------------------|
| <i>Application Date</i> | <i>Date issued</i> | <i>Expiration Date</i> | <i>Permit Number</i> |
| <i>Applicant</i>        |                    | <i>Address</i>         | <i>Phone Number</i>  |

**LOCATION OF ACTIVITY:**

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 THE ABOVE NAMED INDIVIDUAL/BUSINESS HEREBY MAKES APPLICATION TO CONDUCT THE FOLLOWING ACTIVITY PER CHAPTER 28 OF THE VILLAGE OF WILLIAMSVILLE CODE.

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And for the keeping , storage, occupancy, use, sale, handling or manufacture of the following:  
 (State quantities normally to be stored. How store, or used, giving accounts for each kind or category.)

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IN ACCORDANCE WITH THE FIRE PREVENTION CODE OF NFPA SECTION(S):

|                           |      |          |
|---------------------------|------|----------|
| APPROVED BY FIRE OFFICIAL | DATE | FEE PAID |
|---------------------------|------|----------|

**THIS PERMIT MUST BE POSTED ON THE ABOVE MENTIONED PREMISES STATEMENT**

I, HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION THAT THE INFORMATION GIVEN IS CORRECT, AND THAT I AM THE OWNER, OR DULY AUTHORIZED TO ACT IN THE OWNER'S BEHALF AND AS SUCH HEREBY AGREE TO COMPLY WITH THE APPLICABLE REQUIEMENTS OF THE FIRE PREVENTION CODE.

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|        |       |
|--------|-------|
| SIGNED | TITLE |
|--------|-------|

DO NOT WRITE BELOW THIS LINE

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COMMENTS:

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|---------------------------|------|
| APPROVED BY FIRE OFFICIAL | DATE |
|---------------------------|------|

WHERE APPLICABLE-SEPARATE PERMITS ARE REQUIRED FOR BUILDING CONSTRUCTION ACTIVITY INCLUDING ELECTRICAL, PLUMBING AND MECHANICAL INSTALLATIONS. 2012 FEE: \$75.00