



City of Batavia
Department of Public Works
Bureau of Inspections

One Batavia City Centre, Batavia, New York 14020

(585)-345-6345

(585)-345-1385 (fax)

Application requirements for temporary tent permits

Tents having an area in excess of 400 sq.' shall not be erected for any purpose without first obtaining a permit from the Code Enforcement Officer.

Exceptions:

- * Tents used for recreational camping.
- * Individual tents open on all sides that are not over 700 sq.' and are located a minimum of 12' from all other structures and tents.
- * Multiple tents placed side by side that are open on all sides and do not exceed 700 sq.' in aggregate area and are located 12' from other structures and tents.

Information to be submitted as part of the permit application:

Provide a copy of a property survey indicating the proposed location of the structure.

Provide a detailed floor plan indicating means of egress, seating arrangement, location of electrical equipment and aisle ways.

Indicate how the structure will be secured.

Provide a certificate executed by an approved testing laboratory certifying the canopy is composed of materials meeting the flame retardant requirements of NFPA 701.

Listed below are some general requirements of the Fire Code of NYS. Specific cases may be subject to additional regulation.

IFC 3103.1	Tents structures shall not be erected for a period of more than 180 days during any twelve month period.
IFC 3104.6	Smoking is not permitted. Approved "No Smoking" signs shall be conspicuously posted.
IFC 3104.7	Open flames and cooking devises are not permitted under or within 20' of tents used for assembly purposes while open to the public. Warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices that do not pose an ignition hazard are permitted.
IFC 3104.15.5	Tents with side walls used for cooking and outdoor cooking equipment shall be located a minimum of 20' away from other tents.
IFC 3103.8.2	Parked vehicles and internal combustion engines are not to be located within 20' of tents.
IFC 3103.8.2	Tents shall not be located within 20' of lot lines.
IFC 3104.16.2.1	Liquid Petroleum (propane) containers shall be stored a minimum of 10' from any tent.
IFC 3104.11	A 3' clearance shall be maintained between tent walls and all contents.
IFC 3104.12	Portable fire extinguishers are to be provided within the tent area.