

Syracuse Fire Department Fire Prevention Bureau



Tent, Canopy and Temporary Membrane Structures Permit Application

In accordance with the City of Syracuse Property Conservation Code and the New York State Fire Prevention and Building Code, an operational permit is required to erect or maintain a tent(s) and or membrane structures having an area in excess of 200 square feet and canopies in excess of 400 sq/ft.

Make Checks Payable – Syracuse Fire Department

Tent of Air Supported Structure Permit - \$10.00 / Each Structure

Applicant & Property Information	Event Information				
	Event Start Date	Event End Date	Size of Tent or Supported Structure		
	Neighborhood Association or Event Name				
	Location of Tent of Air Supported Structure				
	Name				
	Address	Suite	City	State	Zip Code
Email address		Telephone			
Primary Contact	Name				
	Address		City	State	Zip Code
	Email address		Telephone	Mobile Telephone	
	Name				
Secondary Contact	Address		City	State	Zip Code
	Email address		Telephone	Mobile Telephone	

**Please refer to SFD - FPB
Tent, Canopy and Temporary Membrane Structures and Permit Submittal Requirements**

By signing below, I hereby apply for a tent, canopy or membrane structure Installation permit and certify that I have read and understand the information package for the installation requirements pertinent to this permit and agree to abide by them. This application for a Fire Code Operational Permit will be in accordance with all ordinances of the City of Syracuse and the Fire and Building Code of New York State and that any plans or specifications submitted with this application are the plans or specifications relating to this permit.

I further understand this is not a permit but only an application for permit and construction work is not to start without a permit; that the work will be in accordance with the approved plans.

Applicant Signature	Applicant Name (Print)	Application Date
---------------------	------------------------	------------------

Permit Number	Issue Date	New Expiration Date	Fee Paid	Check #	Receipt Number	Evacuation Plan Received

City Hall Commons - 201 E Washington St. Suite 200
Syracuse, New York 13202
(315) 448-4777 Office / (315) 448-4779

email: FirePrevention@syr.gov

STEP

TEMPORARY STRUCTURE WORKSHEET

1 USE and OCCUPANT LOAD FACTOR Indicate the type of use for each tent and circle in the corresponding Occupant Load Factor (OLF). Use this OLF in the appropriate space in Step 2.

TENT USE	OCCUPANT LOAD FACTOR (OLF) (Sq. ft./person)
Concentrated assembly use (chairs only, not fixed, no furniture)	7
Unconcentrated assembly use (tables and chairs)	15
Standing space only assembly use (no obstructions permitted)	5
Retail and all other uses.	30

2 OCCUPANT LOAD Enter the length and width of each tent in the spaces below. Multiply the length and width to determine the total square footage for each tent. Divide the total square footage by the OLF (Step 1) to determine the Occupant Load for each tent.

Tent 1 _____ x _____ = _____ + _____ = _____ Length Width Area OLF Occupant Load
Tent 2 _____ x _____ = _____ + _____ = _____ Length Width Area OLF Occupant Load
Tent 3 _____ x _____ = _____ + _____ = _____ Length Width Area OLF Occupant Load

3 REQUIRED EXITS Using the Occupant Load for each tent, determine the total number of exits and minimum required width for each exit utilizing the table below. **Note:** The key difference between a Tent and a Membrane Structure for exiting purposes is that a Membrane Structure utilizes traditional doors and door frames versus a simple opening or removal of a tent side wall panel.

Occupant Load (From Step 2)	Required Number of Exits	Minimum width of each exit (inches)	
		Tent	Membrane
1 – 9	1	72	36
10 – 199	2	72	36
200 – 499	3	72	72
500 – 999	4	96	72
1,000 – 1,999	5	120	96
2,000 – 2,999	6	120	96
Over 3,000*	7	120*	96*

*The total width of all exits shall not be less than the total occupant load multiplied by 0.2 inches per person. Exiting through other nearby tents is an unacceptable configuration.


4 EXITING SUMMARY Using the occupant loads calculated in Step 2, use the Table in Step 3 to determine the corresponding Required Number of Exits and Minimum Width of each Exit Provide the summary of this information below.

Tent 1 Required Number of Exits _____ Width of Each Exit _____
Tent 2 Required Number of Exits _____ Width of Each Exit _____
Tent 3 Required Number of Exits _____ Width of Each Exit _____

5 FIRE EXTINGUISHERS Utilizing the square footage of each tent indicate the appropriate number of fire extinguishers for each tent.

Size of Tent (Sq. Ft.)	Minimum required number of fire extinguishers	Fire Extinguisher Summary
1 - 200	1	Tent 1 Total Number of Fire Extinguishers
201 - 500	2	
201 - 1000	3	
1001 - 3000	4	Tent 2 Total Number of Fire Extinguishers
3001 - 5000	5	
5001 - 7000	6	
7001 - 9000	7	Tent 3 Total Number of Fire Extinguishers
9001 - 11000	8	
Add 1 additional 2A:10BC extinguisher for each additional 2000 sq. ft or fraction thereof.		

Site Plan

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	1
2																2
3																3
4																4
5																5
6																6
7																7
8																8
9																9
10																10
11																11
12																12
13																13
14																14
15																15
16																16
17	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	17
Business Name											Date					
Address																
Telephone					Fax						Page OF					