



Village of Great Neck Building Department

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In addition to Board of Trustee Approval all Tents and Canopies require compliance with the NYS Fire Code, Chapter 24 Building Department Requirements for Temporary Tents and Canopies Proposed for 180 days or less.

1. Tents and Canopies as defined below require a Village of Great Neck Building Department Building Permit and Inspection(s) as follows;
2. Definitions:
Tents: are temporary fabric structures, 200 sq. ft. or more with permanent or drop down walls of 25% or more of exterior perimeter of tent.
Canopies: are temporary fabric structures, 400 sq. ft. or more with permanent or drop down walls not exceeding 25% of exterior perimeter of tent.
Open Canopies: are temporary fabric structures, 700 sq. ft. or more fully open on all sides with no drop down walls.
3. Exits must be uniformly located along perimeter, tents with occupant loads of 10-199 people require a minimum of two exits 72 inch wide. Three 72 inch wide exits are required when the occupant load is between 200-499 people.
4. For the purposes of determining occupant load for a tent or canopy:
Standing room only shall be computed at 1 person for every 5 sq. ft.
Movable chairs shall be computed at 1 person for every 7 sq. ft.
Tables and chairs shall be computed at 1 person for every 15 sq. ft.
5. Exits must be fully open at all times however a sliding flame resistant fabric or panel door supported at least 80 inches high is permitted. The sliding panel or fabric must be of a contrasting color and when open must not obstruct the minimum width of 72 inches wide opening. A 3 foot clearance

- around interior perimeter of tent or canopy must be maintained free of any contents.
6. Illuminated exit signs on separate circuits with 90 minute emergency battery packs are required at all exits as well as portable fire extinguishers.
 7. Emergency lighting with battery packs are required. When the occupant load exceeds 300 people a separate on site generator or batteries shall provide exit illumination.
 8. Aisles must be at least 44 inches wide and increase in size by one foot for every 50 people exiting.
 9. NYSFC 2403.6; Construction Documents must include two copies of the following:
 - a) *A well prepared signed and sealed (by Registered Architect or Professional Engineer) tent or canopy floor plan at 1/4" scale showing all dimensions, exit aisles, seating, furniture and furnishings, contents, location, perimeter clearance zones and extent of side walls (permanent or drop down) and exits are required.*
 - b) *A well prepared signed and sealed (by Registered Architect or Professional Engineer) tent or canopy site plan at 1"=20 Feet showing location of temporary structure(s), exits, support cables, outdoor equipment including heaters, LP canisters, adjacent buildings, vehicular parking lanes, lot lines and fire department access lanes.*
 - c) *Certification Affidavit from tent or canopy owner indicating name, address and telephone number of owner, date fabric was last treated with flame retardant solution, trade name of fire retardant solution, name of person or firm treating material and the name of testing agency and tested standard by which fabric was treated.*
 10. **Location:** Tents and Canopies which include all support cables must be no less than 20 feet from any lot line, adjacent building structure, parked vehicles or internal combustion engines such as generators. A minimum of 12 feet must remain free and clear of any obstructions around perimeter of tent or structure.
 11. **Structure:** The tent or canopy construction must be capable of withstanding all elements of weather. All tent fabric material must be flame resistant or treated with flame retardant chemicals.
 12. No open or exposed flames or flammable liquids are permitted in tents and canopies. No fireworks permitted within 100 feet of tent or canopy.
 13. Any and all heating or cooking equipment must be approved by the Building Inspector. Heating and cooking equipment must be kept at least 10 feet from all exits. LP Gas containers 500 gallons or less must be secured in place, protected against tampering or vehicular damage and must be a minimum of 10 feet from any part of the tent or canopy structure including support cables. Adjacent cooking equipment or cooking tents or cooking canopies must be a minimum of 20 feet from tent or canopy structure.
 14. Outdoor generators must be a minimum of 20 feet from tent or canopy.
 15. Waste and garbage is not permitted inside tent or canopy and must be stored 30 feet from tent or canopy structure in an approved type container.

16. During any ceremony, function or occupancy of tent at least one able person designated by applicant, management or owner shall provide with a fire extinguisher a fire watch. In addition there shall be one crowd manager for every 250 occupants with bull horn to direct exiting in an emergency.