

# Town of Rhinebeck

Code Enforcement Office

80 East Market Street

Rhinebeck NY 12572

Phone: (845) 876-6296 Fax: (845) 876-5885

## TENT/CANOPY PERMIT APPLICATION

Plans are required to be submitted no later than 14 days prior to the event in order to ensure problems can be addressed before the event.

Tents, canopies and other membrane structures must comply with Chapter 31 of the International Fire Codes of 2015. Tents and/or membrane structures having an area in excess of 400 square feet and canopies in excess of 700 square feet shall not be erected, operated or maintained for any purpose without approval from a Town of Rhinebeck Code Enforcement Official, and an operating permit being issued.

**A Building Permit is required for any electrical installation. An inspection by a qualified electrical inspector is required, and a certificate of compliance issued, prior to the issuance of the operating permit.**

Tent company name: \_\_\_\_\_

Tent company address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Name of occupancy where tent/canopy is being erected: \_\_\_\_\_

Event address: \_\_\_\_\_, Rhinebeck, NY

Name of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Set up date: \_\_\_\_\_ Event dates: \_\_\_\_\_ Event times: \_\_\_\_\_ to \_\_\_\_\_

Number of tents: \_\_\_\_\_ Size of tent(s): \_\_\_\_\_

Number of canopies: \_\_\_\_\_ Size of canopy(s): \_\_\_\_\_

Distance between tents/canopies: \_\_\_\_\_

Distance to nearest building: \_\_\_\_\_ Distance to streets: \_\_\_\_\_

Electrical Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Contact Person (Tent Co.): \_\_\_\_\_ Phone: \_\_\_\_\_

Site Contact Person for the Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Desired Date for Inspection: \_\_\_\_\_ Desired Time: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement Officer