



# TOWN AND VILLAGE OF GREENE CODE ENFORCEMENT OFFICE

Town Hall  
51 Genesee Street P.O Box 129  
Greene, NY 13778  
(607)656-4191 Ext 214



## Tent & Canopy Application Form

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### APPLICANT INFORMATION

- **Name:** \_\_\_\_\_
  - **Organization (if applicable):** \_\_\_\_\_
  - **Mailing Address:** \_\_\_\_\_
  - **Phone Number:** \_\_\_\_\_
  - **Email Address:** \_\_\_\_\_
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### PROPERTY INFORMATION

- **Site Address of Tent/Canopy Installation:** \_\_\_\_\_
  - **Owner of Property (if different from applicant):** \_\_\_\_\_
  - **Owner Phone:** \_\_\_\_\_
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### TENT/CANOPY DETAILS

- **Type of Structure:**
  - Tent
  - Canopy
  - Membrane Structure
- **Number of Structures:** \_\_\_\_\_
- **Dimensions of Each Structure (L x W x H):** \_\_\_\_\_
- **Total Square Footage:** \_\_\_\_\_

- **Manufacturer of Tent/Canopy:** \_\_\_\_\_
  - **Setup Date:** \_\_\_\_\_
  - **Takedown Date:** \_\_\_\_\_
  - **Duration of Use (in days):** \_\_\_\_\_
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### EVENT INFORMATION

- **Name of Event (if applicable):** \_\_\_\_\_
  - **Type of Event:** \_\_\_\_\_
  - **Expected Attendance:** \_\_\_\_\_
  - **Will Cooking Take Place Under or Near the Tent/Canopy?**  
 Yes  No
  - **Will There Be Any Open Flames, Generators, or Electrical Connections?**  
 Yes  No  
If yes, describe: \_\_\_\_\_
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### REQUIRED DOCUMENTATION (must be attached):

- Site Plan showing location of tent(s)/canopy(s), distance from structures and property lines
  - Flame Resistance Certificate for each tent/canopy
  - Letter of Authorization (if applicant is not property owner)
  - Inspection Report (if tent was previously used)
  - Electrical permit application (if applicable)
  - Fire Safety and Evacuation Plan (for tents >400 sq ft or canopies >700 sq ft)
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### ACKNOWLEDGEMENT & SIGNATURE

I hereby certify that the information provided is true and correct to the best of my knowledge and that I will comply with all applicable provisions of the NYS Fire Code and Building Code.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**FOR CODE ENFORCEMENT USE ONLY**

- Application Received: \_\_\_\_\_
- Approved By: \_\_\_\_\_
- Permit Number: \_\_\_\_\_
- Permit Fee: \$\_\_\_\_\_
- Inspection Required:  Yes  No
- Date of Inspection: \_\_\_\_\_
- Notes: \_\_\_\_\_