Town of Brighton
Office of the Fire Marshal

Tent, Canopy and Temporary Membrane Structures Permit Application

In accordance with the Code of the Town of Brighton 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 (19 m2) and canopies in excess of 400 square feet(37 m2).

Make Checks Payable – Town of Brighton

Tent of Air Supported Structure Permit - $105.00 / Each Structure

Applicant & Property Information

Event Information

Event Start Date	Event End Date	Size of Tent or Supported Structure	Temporary and Revocable Use Permit Approval Date

Neighborhood Association or Event Name

Location of Tent of Air Supported Structure

Name

Address	Suite	City	State	Zip Code

Telephone	Work Telephone	

Primary Contact

Name

Address	City	State	Zip Code

Telephone	Mobile Telephone	Work Telephone

Secondary Contact

Name

Address	City	State	Zip Code

Telephone	Mobile Telephone	Work Telephone

Please refer to Town of Brighton
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 Town of Brighton 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

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**
201 - 500	2	
201 - 1000	3	Total Number of Fire Extinguishers
1001 - 3000	4	**Tent 2**
3001 - 5000	5	
5001 - 7000	6	Total Number of Fire Extinguishers
7001 - 9000	7	**Tent 3**
9001 - 11000	8	
Add 1 additional 2A:10BC extinguisher for each additional 2000 sq. ft or fraction thereof.		Total Number of Fire Extinguishers

Site Plan

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1																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		NORTH
Telephone	Fax	Page OF