

Office Use Only  
Permit #: \_\_\_\_\_  
Permit Fee: **\$165.00**  
Invoice #: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

# FIRE MARSHAL TENT APPLICATION



Office of the Fire Marshal

742 Bay Road, Queensbury, NY 12804  
518-761-8206/8205 www.queensbury.net

**NOTICE: Tent sales require Planning Board Approval**  
Please contact the Planning Department at least 3 months prior to the date of the sale

Project Location: \_\_\_\_\_ Tax Map ID #: \_\_\_\_\_

Dates of Installation: \_\_\_\_\_

**CONTACT INFORMATION:** PLEASE PRINT LEGIBLY OR TYPE, PLEASE INCLUDE AN EMAIL

• **Applicant:**

Name(s): \_\_\_\_\_  
Mailing Address, C/S/Z: \_\_\_\_\_  
Cell Phone: \_(\_\_\_\_\_) \_\_\_\_\_ Land Line: \_(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

• **Property Owner(s):**

Name(s): \_\_\_\_\_  
Mailing Address, C/S/Z: \_\_\_\_\_  
Cell Phone: \_(\_\_\_\_\_) \_\_\_\_\_ Land Line: \_(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

• **Tent Contractor(s):**

Name(s): \_\_\_\_\_  
Mailing Address, C/S/Z: \_\_\_\_\_  
Cell Phone: \_(\_\_\_\_\_) \_\_\_\_\_ Land Line: \_(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**Please submit Workers' Comp documentation with this application**

**DECLARATION:**

I acknowledge that this is not a permit but only an application for a permit and no work shall commence **prior to approval**. All work will be in accordance with the approved plans and in accordance with the Town of Queensbury and the NYS Fire and Building Codes.

If, for any reason, this application is **withdrawn**, 30% of the fee is retained by the Town of Queensbury. After 1 year from the initial application date, 100% of the fee is retained.

I have read and agree to the above:

APPLICANT NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## TEMPORARY STRUCTURE WORKSHEET

### STEP 1

<b>USE and OCCUPANT LOAD FACTOR (OLF)</b> Indicate the type of use and circle the corresponding OLF. You'll use this number in Step 2.	
TENT USE	OCCUPANT LOAD FACTOR/OLF (sf. ft./person)
Concentrated assembly use (chairs only, not fixed, no furniture)	7
Unconcentrated assembly (tables and chairs)	15
Standing space only assembly use (no obstructions permitted)	5
Retail and all other uses	30

### STEP 2

<b>OCCUPANT LOAD</b> Enter the length and width of each tent in the spaces below. Multiply these numbers 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.					
<b>Tent 1</b>	_____	x	_____	=	_____ ÷ _____ = _____
	Length		Width		Area                  OLF                  Occupant Load
<b>Tent 2</b>	_____	x	_____	=	_____ ÷ _____ = _____
	Length		Width		Area                  OLF                  Occupant Load
<b>Tent 3</b>	_____	x	_____	=	_____ ÷ _____ = _____
	Length		Width		Area                  OLF                  Occupant Load

### STEP 3

<b>REQUIRED EXITS</b> Using the Occupant Load (Step 2) for each tent, determine the total number of exits and minimum required width for each exit. <b>Please note:</b> The key difference between a <b>tent</b> and a <b>membrane</b> structure for exiting purposes is that a <b>membrane</b> structure utilizes traditional doors and door frames versus a simple opening or removal of a tent side wall panel.			
Occupant Load (Step 2)	Required # of Exits	Minimum width of each exit (in inches)	
		Tent	Membrane
1 – 9	1	72	36
10 – 199	2	72	36
200 – 499	3	72	72
500 – 999	4	96	72
1000 – 1999	5	120	96
2000 – 2999	6	120	96
Over 3000*	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 <b>NOT</b> an acceptable configuration.			

**STEP 4**

<b>EXITING SUMMARY</b> Using the Occupant Load (Step 2) use the Table in Step 3 to determine the corresponding <b>Required Number of Exits</b> and <b>Minimum Width</b> of each exit. Provide a summary of this determination below.	
<b>Tent 1</b> Required # of exits	Width of each exit
<b>Tent 2</b> Required # of exits	Width of each exit
<b>Tent 3</b> Required # of exits	Width of each exit

**STEP 5**

<b>FIRE EXTINGUISHERS</b> Using the square footage of each tent (Step 2) indicate the appropriate number of fire extinguishers are needed for each tent.		
Size of Tent (sq. ft)	Min. # of fire extinguishers	Fire Extinguisher Summary
1 – 200	1	<b>Tent 1:</b>
201 – 500	2	<b>Tent 2:</b>
501 – 1000	3	<b>Tent 3:</b>
1001 – 3000	4	
3001 – 5000	5	
5001 – 7000	6	
7001 – 9000	7	
9001 – 11000	9	
Add 1 additional 2A: 10BC extinguisher for each additional 2000 sq. ft., or fraction thereof.		

**STEP 6**

**ANCHORING** Tents or membrane structures shall be designed and installed to handle the elements and prevent collapse. Please indicate the location of all anchoring weights (**minimum of 500lbs.**).

Each **vertical support** will be anchored with a minimum of a 500# weight.

All corners will be anchored with a minimum 500# weight.

EXAMPLE OF A 20' x 40' TENT:

The diagram shows a rectangular tent labeled 'TENT'. It is surrounded by 12 boxes, each labeled '500#', representing anchoring weights. The weights are positioned at the four corners and at the midpoint of each of the four long sides of the tent.

**STEP 7**

**COMBUSTIBLES** If any of the following conditions apply please submit details, including a drawing and distances from the tent or membrane structure.

Generator, cooking applications, heating equipment, LP container, other combustibles.

Describe:

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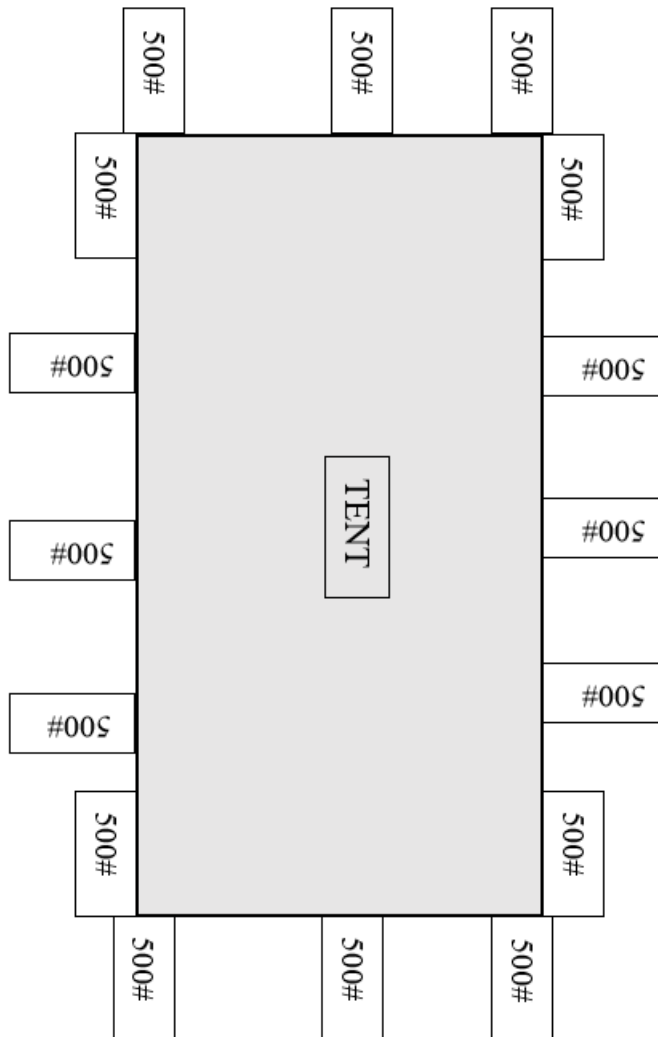
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## Code Requirements for Tents/Canopies

- Maximum Use Period – Temporary tents/canopies shall be used for a period **not to exceed 180 days within a 12 month** period on a single premise
- Fire apparatus access to all sides of the tent must be provided and maintained. The required width is **12 feet** on all sides
- Tents/canopies **shall not be located within 20 feet** of lot lines, parked vehicles or internal combustion engines. The distance shall be **measured from the support ropes/guy wires** of the tent, not from the tent itself
- Tents/canopies shall be anchored, roped, or braced to withstand the elements of the weather, and to prevent collapse
- Proof of flame resistance of the tent/canopy is required to be submitted to the Code Enforcement official upon request
- Floor coverings, bunting, decorative materials, and/or sawdust used on the floors must be treated to be **made fire retardant**, and proof of such must be submitted to the Code Enforcement official upon request
- A label certifying the **tent's flame resistance** must be permanently affixed to said tent/canopy
- Areas within or adjacent to the tent/canopy must be **kept free of all combustible material or vegetation**, within 20 feet, which could pose a threat of fire to the tent/canopy
- **Smoking is prohibited at all times in tents and/or canopies, and clearly legible "No Smoking" signs must be posted conspicuously**
- Any open flame devices, or any device emitting flame, fire, or heat; or any gas, charcoal, or other fueled cooking device or appliance is **prohibited inside or within 20 feet** of the tent/canopy
- Fireworks or pyrotechnics of any kind are **prohibited within 100 feet** of any tent/canopy
- Fire extinguishers of appropriate size and rating are **required** to be present in all tent/canopies open to the public
- Exits shall be provided in all tent/canopies, and they shall be evenly located and distributed throughout the tent/canopy. Travel distance from any point in the tent to an exit **shall not exceed 100 feet**
- At least two exits from all tents must be provided, with a clear **exit width of at least 6 feet** for each exit. Exit openings must be open and uncovered, unless the fabric covering the exit is flame retardant
- Aisle widths are required to be provided and maintained at all times. For mercantile tents, the required aisle width is 24 inches. For assembly tents, the aisle width shall be a minimum of 44 inches
- **Exit signs are required** to be provided at each exit. Exit signs shall be illuminated either internally or externally
- A **clear path of exit** from the tent must be provided to a public way. Support ropes and/or guy wires shall not obstruct exit paths

Please contact the Town of Queensbury's Fire Marshal's office  
with any questions.