



TENT / CANOPY PERMITTING PROCEDURE

Applies to: Tents¹ exceeding 200 square feet
Canopies² walled on at least one side and exceeding 400 square feet
Canopies open on all sides and exceeding 700 square feet or closer than 12 feet to any other structure

The Fire Code of New York State, Chapter 24 requires all tents and canopies exceeding the sizes noted above to be permitted by the local code enforcement official. For SUNY Oswego, the local official is the college's Fire Marshal who reports through Environmental Health & Safety (phone 312.3157).

Responsibilities

The SUNY Oswego Organizer / Campus Life Event Management Office, 135 Campus Center (phone 312.2301).

- Provide all required information on the attached tent/canopy permit questionnaire to the Fire Marshal no later than 10 business days prior to the event.
- Communicate these requirements to the tent company well in advance of the event and ensure that the tent company provides all needed information.
- Ensure that the permit is followed as issued, including adherence to all floor and site plans and other information that was submitted.
- Develop a floor plan for the tent and site plan, as required by the Fire Marshal.
- Forward completed plans and other event information to the Fire Marshal.

Fire Marshal of Environmental Health & Safety

- Reviews plan for compliance.
- Completes the permit questionnaire and forwards a copy to the SUNY Oswego Event Organizer and Campus Life Event Management Office, 135 Campus Center (phone: 312.2301).
- Inspects tent for compliance with permit, if required (>30 days use).
- Keeps inspection records.

¹ A tent is defined as a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

² A canopy is a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75% or more of the perimeter.



TENT / CANOPY PERMIT QUESTIONNAIRE

(To be completed by SUNY Oswego Event Organizer / Campus Life Event Management, 135 Campus Center (phone 312.2301) and sent to the Fire Marshal no later than 10 business days prior to the event)

Please fill in all areas (check yes or no where indicated)

Responsible Party: SUNY Oswego

Contact Name: _____

Department/Phone: _____/_____

1. Name of company/contact information: _____

2. Number and size of tents/canopies:
Quantity: _____ Size: ___x___, ___x___, ___x___, ___x___, ___x___.

3. Date erected: ___/___/___

4. Date(s) to be used: ___/___/___ (to) ___/___/___

5. Date of dismantling: ___/___/___

6. Describe in general terms what activities will occur in the tent:

7. Estimated Maximum number of people in the tent(s): _____

8. Is cooking to be on site: Yes ___ No ___
If yes, cooking in tents can not be located within 10 feet of exits or any combustible material. Cooking tents must be 20 feet away from other tents or canopies. Barbeque or other cooking that produces grease-laden vapors must be done outside and 20 feet away from tents and canopies. Cooking is not permitted in tents open to the public.

9. Identify who is supplying portable fire extinguishers: _____
Each tent/canopy must have at least one fire extinguisher available and mounted. An
additional K Class portable fire extinguisher must be located no less than 30
feet from cooking areas.

10. Identify who is supplying the 'No Smoking', 'No Open Flame', 'EXIT' signs: NOTE: EXIT
signs must be posted at all entrance(s): _____

- 11. Exit requirements - not applicable for three sided tents (check one):
a. Must be a minimum of two EXITS - each 72 inches wide:
Yes ___ No ___
b. There must not be more than 100 feet of travel to closest Exit:
Yes ___ No ___
c. Does each Exit have a self-luminous exit sign?
Yes ___ No ___
d. If Exit has a closure, does it have contrasting color from tent fabric?
Yes ___ No ___

- e. Are the Exits spaced at equal intervals?
Yes___ No___
- f. Are the aisle widths a minimum of 44 inches wide?
Yes___ No___

See Page 5 for Exits/Egress Requirements

Required Documentation

Please provide the following documents obtained from the tent company:

- a. Documentation of the structural stability of the tent or canopy to be permitted. SUNY Oswego requires this to be stamped by a professional engineer
(check one) Yes___ No___
- b. Certification by the approved testing laboratory that the tent/canopy is composed of flame resistant material or is treated with a flame retardant in accordance with NFPA 701:
Date Fabric was last tested: _____
Name of testing agency: _____
Test Standard: _____
- c. If flame treated:
Name of company: _____
Date of last treatment: _____
(treatment date shall be within the previous 5 years)
- d. Affirmation that there is a permanently affixed label bearing the identification of the material type and trade name: Yes___ No___
- e. UFPO (Dig Safely - 1.800.962.7962) evaluation verified: Yes___ No___

Name/phone number of individual providing above information (please print):

(Name) _____ (Phone) _____

Site Plan Information

Provide a sketch and describe where the tents and activities will be located within the SUNY Oswego campus site. This must include Fire Access Road(s)

Floor Plan

Provide a sketch of the floor plan with the locations of items and dimensions. The following items shall be indicated on the plan:

1. Dimensions of the tent(s) ___x ___, ___x___, ___x___, ___x___, ___x___
2. All exits and exit signs
3. Additional signs - No Smoking, No Open Flame
4. Location of fire extinguishers
5. Tables/ chairs/ displays
6. Location of food and/or food venders
7. Location of cooking

Please indicate if the following items will be used and location on the floor plan:

Air conditioning - Yes___ No___
provide information of equipment size and how powered

Fuel, this shall be located outside the tent
Type_____ Yes ___ No ___

Generators, must be a minimum of 20 ft from the tent
and fence Yes ___ No ___

Liquid or Gas Fueled Vehicles Yes ___ No ___
Batteries shall be disconnected
Fueling/defueling shall be performed outside tent
Fuel quantity not to exceed one-quarter of tank or 5 gallons
Fuel tank opening shall be locked and sealed

List and indicate the location of any other item(s) to be used:

GENERAL INFORMATION

Separation Required

- Not within 20 ft of a building
- Not within 20 ft of other tents/structures

NOTE: If tents are greater than 15,000 square foot - 50' separation is required

Anchorage

- Adequately roped, braced, or anchored

Flooring and other Fire Safety Issues

- No hay, straw, shavings, or similar combustible materials
- No smoking inside (signage to be posted)
- No open flames or cooking in tents open to the public

Additional Fire Extinguishers

- Within 75 Ft (30 ft for special hazards; cooking)

Exits/Egress (# people = # exits; width required)

- 10-199 = 2 exits 72" wide
- 200-499 = 3 exits 72" wide
- 500-999 = 4 exits 96" wide
- 1,000-1,999 = 5 exits 120" wide
- 2,000-2,999 = 6 exits 120" wide

For greater occupancies check with EH & S

- Exits to be spaced equally around perimeter
- Occupancy posting to be determined by Environmental Health & Safety
- Exit signs to be provided (can be self-illuminated)
- Adequate lighting to be provided
- Generators to be 20' away and fenced

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