



## Village of Bronxville – Building Department

200 Pondfield Road, Bronxville, NY 10708 Telephone: (914) 337-7338

# TEMPORARY TENT APPLICATION Fee: \$150

**MINOR/NON-COMMERCIAL & (BETWEEN 120 SF & 400 SF) PER TENT**

### *SUBMISSION REQUIREMENTS FOR TEMPORARY TENT PERMITS:*

1. Complete the Temporary Tent Permit Application and submit with the following information a minimum of 30 days prior to tent Installation:
  - a. **Electrical Application along with the Underwriters Application must be submitted with this application (If any electrical is being used)**
  - b. **Plumbing Application must be submitted with this application (If any Plumbing/Gas is being used)**
  - c. Fee: \$150.00
  - d. Contractor Information:
    - ☐ Liability Insurance
    - ☐ Workers' Compensation Insurance
    - ☐ Disability Insurance
2. Once Tent is installed complete a Certificate of Compliance and submit for Inspection **BEFORE USE.** (All forms are on our website [www.villageofbronxville.com/building-department](http://www.villageofbronxville.com/building-department))
  - a. If Electrical was installed you must have the Electrical Inspection completed and certificate attached to Certificate of Completion Form.

**Note: All application materials and fees must be submitted together as a complete set. Piecemeal submissions will not be accepted.**

## INSURANCE REQUIREMENTS

In accordance with Workers' Compensation Law §57 and §220(8)

### **3 Separate Insurance Certificates are REQUIRED**

1. **LIABILITY INSURANCE:** ONLY liability insurance is permitted on the ACORD form.
2. For **WORKERS' COMPENSATION INSURANCE**, ONLY the following forms are acceptable:
  - **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
  - **C-105.2** – Certificate of Workers' Compensation Insurance (Note: the State Insurance Fund provides its own version of the form – the **U-26.3**)
  - **SI-12** – Certificate of Workers' Compensation Self-Insurance
  - **GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance
3. For **DISABILITY INSURANCE**, ONLY the following forms are acceptable:
  - **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
  - **DB-120.1** – Certificate of Disability Benefits Insurance
  - **DB-155** – Certificate of Disability Benefits Self-Insurance

**Certificate holder must be listed as:** Village of Bronxville, 200 Pondfield Rd, Bronxville, NY 10708

**Permitted hours of construction:** 8:00 am–6:00 pm, Monday–Friday



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Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tent Rental Co.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Tent Rental Co. Address: \_\_\_\_\_

Use of Tent: \_\_\_\_\_

Date of Tent Set Up: \_\_\_\_\_ Date of Take Down: \_\_\_\_\_

Size of Tent: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Capacity: \_\_\_\_\_ No. of Exits: \_\_\_\_\_ Structural/Frame Material: \_\_\_\_\_

Wood, Metal, etc

### *The Following Will Be Provided:*

Exit Lights: ☐ General Lighting: ☐

Fire Extinguishers: ☐ Emergency Lighting: ☐

Heating/Cooking Appliances: ☐ Fuel Type: \_\_\_\_\_

### **This Tent/Portable Shelter Permit Application MUST Be accompanied with the following:**

1. Clear and Legible copies of all applicable Certificates of Flame Resistance **MUST** be attached.
2. All Certificate of Insurances (See Attached Form)
3. A site plan of the property indicating the location of the tent, all means of egress and any other structures **MUST** be attached.
4. Electrical Application and Underwriter Application must be submitted with this application is any electric is to be use.
5. Plumbing Application must be submitted with this application if any plumbing is to be used.

I attest, understand and agree that any permit issued pursuant herein is on the express condition that all information provided above and attached is true and provisions of the New York State Fire Prevention and Building Code as well as all applicable Village Code of the Village of Bronxville and any and all amendments thereto shall apply and are complied with. No changes to this application or deviation of the subsequent approved Tent & Portable Shelter Permit shall be made without prior approval of the Village Engineer.

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

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

#### Office Use Only

Date Received	Application No.	Section	Block	Lot	Permit #	Fee Paid	Date Approved



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### §BC3103: TEMPORARY STRUCTURES

#### §BC3103.1 General.

The provisions of Sections BC3103.1 through BC3103.4 shall apply to structures erected for a period of less than **180** days. Tents and other membrane structures erected for a period of less than **180** days shall comply with the *International Fire Code*. Those erected for a longer period of time shall comply with applicable sections of this code.

##### §BC3103.1.1 Conformance.

Temporary structures and uses shall conform to the structural strength, fire safety, *means of egress*, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

##### §BC3103.1.2 Permit required.

Temporary structures that cover an area greater than 120 square feet (11.16 m<sup>2</sup>), including connecting areas or spaces with a common *means of egress* or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a *permit* from the *building official*.

#### §BC3103.2 Construction documents.

A *permit* application and *construction documents* shall be submitted for each installation of a temporary structure. The *construction documents* shall include a site plan indicating the location of the temporary structure and information delineating the *means of egress* and the *occupant load*.

#### §BC3103.3 Location.

Temporary structures shall be located in accordance with the requirements of Table BC602 based on the *fire-resistance rating* of the *exterior walls* for the proposed type of construction.

TABLE BC602

FIRE-RESISTANCE RATING REQUIREMENTS FOR EXTERIOR WALLS  
BASED ON FIRE SEPARATION DISTANCE<sup>a, d, g</sup>

FIRE SEPARATION DISTANCE = X (feet)	TYPE OF CONSTRUCTION	OCCUPANCY GROUP H <sup>e</sup>	OCCUPANCY GROUP F-1, M, S-1 <sup>f</sup>	OCCUPANCY GROUP A, B, E, F-2, I, R, S- 2, U
$X < 5^b$	All	3	2	1
$5 \leq X < 10$	IA Others	3 2	2 1	1 1
$10 \leq X < 30$	IA, IB IIB, VB Others	2 1 1	1 0 1	1 <sup>c</sup> 0 1 <sup>c</sup>
$X \geq 30$	All	0	0	0

For SI: 1 foot = 304.8 mm.

- Load-bearing exterior walls shall also comply with the fire-resistance rating requirements of Table BC601.
- See Section BC706.1.1 for party walls.
- Open parking garages complying with Section BC406 shall not be required to have a fire-resistance rating.
- The fire-resistance rating of an exterior wall is determined based upon the fire separation distance of the exterior wall and the story in which the wall is located.
- For special requirements for Group H occupancies, see Section BC415.6.
- For special requirements for Group S aircraft hangars, see Section BC412.4.1.
- Where Table BC705.8 permits nonbearing exterior walls with unlimited area of unprotected openings, the required fire-resistance rating for the exterior walls is 0 hours.

#### §BC3103.4 Means of egress.

Temporary structures shall conform to the *means of egress* requirements of Chapter BC10 and shall have an *exit access* travel distance of 100 feet (30 480 mm) or less.