INSTRUCTIONS FOR TENT PERMIT APPLICATION

1. Permits are required for tents and canopies in excess of 400 square feet.
   a. 2015 International Fire Code (New York State), Chapter 31

2. Permit application must include the following additional items:
   a. Tent Certificate(s) of Flammability
   b. Vendor Workers Compensation and Disability Benefit Insurance documents. Acord insurance forms are NOT accepted as proof of insurance.
   c. Site Plan drawing showing location of tent(s).

3. Complete applications should be sent via e-mail to BOTH of the following addresses:
   a. efletcher@albany.edu
   b. kkilts@albany.edu

4. Applications must be received no later than FIVE BUSINESS DAYS PRIOR TO EVENT.