



## TENT PERMIT APPLICATION

Complete and return this form to Fire Safety by clicking the 'SUBMIT FORM' button below:

**Applications MUST be received no later than TEN business days before operation.**

Service Building A  
1400 Washington Avenue  
Albany, NY 12222

PH: 518-442-3400    FX: 518-442-2614

**[www.albany.edu](http://www.albany.edu)**

## TENT PERMIT APPLICATION INSTRUCTIONS

1. Permits are required for tents and canopies in excess of 400 square feet in accordance with 2020 Fire Code of NYS, Chapter 31.
2. Permit applications SHALL include the following items before Permits can be issued:
  - a. Individual Tent Certificate(s) of Flammability.
  - b. Vendor [Workers Compensation and Disability Benefit Insurance](#) documents.
    - i. ACORD Insurance forms are NOT accepted as proof of WC & DB insurance.
  - c. Site Plan Drawing showing location of tent(s)
3. Additional Code requirements may be required if the Permit Holder uses any of the following:
  - a. Generator
  - b. Heater
  - c. Cooking Appliance
  - d. Sidewall or Fencing
    - i. Additional requirements will be discussed prior to the issuing of a permit.
4. Completed applications should be sent via e-mail to BOTH of the following addresses ('SUBMIT' button automatically creates email):
  - a. [efletcher@albany.edu](mailto:efletcher@albany.edu)
  - b. [kkilts@albany.edu](mailto:kkilts@albany.edu)
5. Applications must be received no later than TEN (10) BUSINESS DAYS PRIOR TO EVENT.
6. Permit holder is responsible for providing any required Exit Signs and/or Portable Fire Extinguishers.
7. One (1) application is required to be submitted for each tent.
8. The permit holder is responsible for meeting all provisions of Chapter 31 of the 2020 Fire Code of New York State.
  - a. Code Administration reserves the right to revoke permit at any time if it is found the permit holder is in violation of any Code requirements. Permits shall be re-issued once violation(s) has been abated.