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Guideline Instruction for the Installation of Tent, Canopy and or any Temporary Structure

Some of the procedures listed below are from 2025 ***New York State Fire Code Chapter 31*** "Tent and other Membrane Structures" and N.F.P.A. 102

Use period: Not to exceed 180 days in a (12) month period

Onondaga County Emergency Management requirements:

- The tent, canopy or temporary membrane structure is to be installed at least 24 hours prior to an event and for weekend events by noon the Friday before the event to insure time for inspection.
- All applications are to be received at least 14 days prior to the event.
- Exit signs shall be installed at required exit doorways.
- An installation site plan is to be submitted to Emergency Management prior to installation and is to consist of but not be limited to: structure's location on site, stake and support layout, exiting and fire extinguisher locations.
- All electrical enclosures and equipment must be UL rated and clearly marked for outdoor use.
- A certificate of insurance for the tent or membrane structure installer is to be submitted along with the application for the tent permit.
- A certificate of flammability rating for the material is to be submitted prior to installation to ensure the structure is in compliance with N.F.P.A. 701.
- If the tent or structure is more than 400 square feet or the canopy is in excess of 400 square feet and is to be used for seating, a floor plan of the seating arrangements is to be filed prior to approval of installation.
- Occupancy signs, when required, are to be posted in conspicuous locations inside of the tent or membrane structure.
- No cooking is to take place within 20 feet of a tent or membrane structure that is to be used for public assembly. A separate tent shall be used for cooking if needed.
- Anchorage requirements: tents shall be adequately roped, braced and anchored to withstand the elements of weather and to prevent against collapsing. Before installations with ground stakes make sure there are no underground utilities in the area.
- Tent and membrane structures shall not impede any emergency response apparatus to and from any structure.
- Open or exposed flame shall not be permitted inside or located within 20 feet of tent or membrane structures.

Representative responsible to oversee installation _____ Date _____