



Town of New Windsor
555 Union Avenue
New Windsor, New York 12553
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TENT AND CANOPY PERMIT APPLICATION

Date: _____ S/B/L: _____

Organization/Business: _____

Tent Location: _____

Address: _____

Contact Person: _____

Phone Number: (_____) _____ - _____

Tent Erector Name: _____

Address: _____

Phone Number: (_____) _____ - _____

Number of Tents: _____ (If More Than 1 Tent or Canopy, List Dimensions For All On Back)

Tent Length: _____ Tent Width: _____ Approx. Height: _____

Intended Use of Tent: _____

Installation Date: _____ Removal Date: _____

- Will Electricity Be Provided In The Tent/Canopy? Yes () No ()
- If Electric Provided, an Electrical Underwriters Inspection Is Required
- Will There Be A Generator? Yes () No ()
- Will There Be Side Panels? Yes () No ()
- Is Current Flame Resistant Label On Tent Or Canopy? Yes () No () (If a label is not on Tent, a certification letter must be submitted and copy kept at tent site)
- Vehicle Protection: 20' Minimum From Parked Vehicles
- Vehicle Impact Barriers May Be Required In High Hazard Locations
- Fire extinguishers – the number of extinguishers and location as determined by the Code Enforcement Officer in accordance with the New York State Fire and Building Code requirements.
- Attach a plot plan of site which depicts buildings, tents, roads, hydrants and exit locations.

Applicant Name: _____ **Signature:** _____

For Office Use Only

Permit #: _____ Fee: \$ _____

Is site map attached: _____

Flame resistant certification number: _____

Electrical Inspection, if required: _____

Date of Inspection: _____

Approved: _____ Denied: _____

Code Enforcement Officer Signature