



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326
www.northhempsteadny.gov

Temporary Tent Permit Application Requirements

A Temporary Tent permit is required for the use of Temporary Tent and Canopy structures. Use of the tent **must be a permitted** use within your zoning district. Temporary Tents and Canopies are controlled by [§2-9N](#) of the Town of North Hempstead ordinance, [Chapter 31 of the New York State Fire Code](#), and the [Requirements of the Nassau County Fire Marshal](#). Temporary tents and canopies must first be approved by the Nassau County Fire Marshal and must comply with New York State and Town of North Hempstead zoning requirements. Temporary tent permits are valid for only 15 days and may be renewed for an additional 15 days.

For any questions regarding the [Nassau County Fire Marshal's Requirements](#) or the [Fire Marshal's Tent Application Process](#), please contact the Fire Marshal **directly** at 516-573-9900.

Upon initial review of your application, you will receive an **Owner of Property and Owner of Structure Affidavit Form**. The Affidavit requires the **property owner(s)** signature(s) and the **structure owner(s)** signature(s). The form must also be notarized and returned to us prior to the issuance of your permit.

The application fee for a Residential Temporary Tent Permit is **\$500.00**. The application fee for a Commercial Temporary Tent Permit is **\$750.00**. Fees are non-refundable and are **due upon submission of your application**. An exact application fee will be calculated prior to permit issuance. A fee of two (2) times the normal fee will be charged for maintaining work done without a permit, prior to the issuance of a permit and for work done illegally. Upon approval you will receive an email outlining the total due. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.



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Below is the list of documents required to be submitted with your application. Documents with a gray checkbox may not be required for all projects. Please consult your design professional or [contact us](#) if you have further questions.

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|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <p>Site Plan – A Site plan is required indicating the following:</p> <ul style="list-style-type: none"> • The location, dimensions, and area of all tents, and distance setbacks from buildings and property lines. <ul style="list-style-type: none"> ▪ Tents must be 20 feet distant from any property line. ▪ Tents exceeding 10,000 square feet in aggregate area must be 20 feet from any building. ▪ Tents exceeding 15,000 square feet must have 50 feet separation between other tents or any building. • A 20-foot clearance surrounding the tent including all guy wires and support ropes. <ul style="list-style-type: none"> ▪ No vehicles (parked or in use) or other internal combustion engines are permitted within 20 feet of temporary tent structures, and barricades must be placed to demark this buffer. • Path of egress and location/number of exits. • Location of portable fire extinguishers. • Location of “No Smoking” signs. |
| <input checked="" type="checkbox"/> | <p>NC Fire Marshal Approval – A copy of the Nassau County Fire Marshal approval for the temporary tent installation is required.</p> |
| <input checked="" type="checkbox"/> | <p>Certificates – A Certificate of Flame Resistance for the material to be used for the tent membrane, and certifying compliance with the flame propagation performance criteria of NFPA 701.</p> |
| <input checked="" type="checkbox"/> | <p>Insurance - Before a permit can be issued, we require that Proof of insurance for the Temporary Tent Erector must be submitted with the application as follows:</p> <p>(a) Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the X.C.U. Exclusion.</p> <p>(b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof); and</p> <p>(c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof).</p> <p>All insurances must name the Town of North Hempstead at the above address as “Certificate Holder” or “Additional Insured”. For further information, please reference our Insurance Requirements.</p> |