

# Incorporated Village of Lawrence

196 Central Ave Lawrence NY 11559

516-239-3987

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Building Department

## Tent/Canopy Application

Date: \_\_\_\_\_

### Office Use Only

Application # \_\_\_\_\_

Application Date \_\_\_\_\_

Filing Fee \$ \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

Company installing tent: \_\_\_\_\_

On site installer: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Submit TWO copies of property survey and indicate size and location of tent(s)**

### Tent application information

Check one box only for tent use

Standing  Chairs Only  Tables & Chairs

Tent Dimensions \_\_\_\_\_

Maximum tent occupancy \_\_\_\_\_ (To be determined by Department of Buildings)

Number of exits provided \_\_\_\_\_ (Depict location(s) on survey)

Number of Fire Extinguisher provided \_\_\_\_\_ (Depict location(s) on survey)

Does the tent have walls?  YES (tent)  NO (canopy)

### Additional Tent Information

Is tent heated?  YES  NO

Is tent air-conditioned?  YES  NO

Will there be any cooking inside of the tent(s)?  YES  NO

How will the tent be secured?  STAKED DOWN  WEIGHTED DOWN

Nassau County Fire Marshalls approval provided?  YES  NO

Parking plan for Public Street submitted?  YES  NO

Fees: Plan review (tents): **\$250**

Site inspection (tents): **\$150**

Air supported or inflated structures: **\$100**

Plan review (canopy): **\$200**

Site inspection (canopy): **\$100**

A/C, heat, temporary generator, cooking equipment: **\$100 each**

How will traffic control be provided? \_\_\_\_\_

How many days will the tent be in place? \_\_\_\_\_

### **ALL TENTS TO BE REMOVED WITHIN 72HOURS OF INSTALLATION**

State of New York

County of Nassau

Village of Lawrence

Notary Signature & Stamp:

The undersigned (Print Name) \_\_\_\_\_ being duly sworn, says that the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premise and that all provisions of the applicable ZONING ORDINANCE, BUILDING ADMINISTRATIVE ORDINANCE, BUILDING CONSTRUCTION CODE AND ANY APPLICABLE FEDERAL, STATE AND COUNTY REQUIREMENTS pertaining to the proposed work shall be complied with, whether specified or not and that such work is authorized by the owner.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner, Owner's Agent, Architect, Contractor  
(Circle one)

### **ALL FEES ARE NON REFUNDABLE**