



6 PROSPECT STREET, FAR HILLS, NJ 07931
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**TENT/CANOPY
PERMIT APPLICATION
NJ STATE TYPE 1 PERMIT**

Date: _____

Applicant:

Business Name: _____

Address: _____

Contact Name: _____

Phone: _____ Email: _____

Request for Fire Safety Permit

Please Select One:

Tent – enclosed on more than 25% of the sides

Canopy – open on at least 75% of the sides

Size of Tent (s): _____

Number of Tent(s): _____ X \$54.00 = _____ Total: _____

Note: *Tent/Canopy falling in any of the categories below shall require a separate permit from Borough of Far Hills Construction Department*

- Greater than 140 feet in any direction, or
- Greater than 16,800 square feet in area, or
- In use for more than 180 days, or
- Which have a permanent anchoring system or
- Which are used between November 1st and March 31st, or
- Contain platforms greater than 11 feet in height
- Any electric attached to the tent

** If only lights, they must be plugged into GFI outlet and permit not needed*

Application Checklist

This Application must be accompanied by the following:

- A site plan showing the location of the tent/canopy in relation to the property lines and other nearby structures
- A floor plan showing the set up under the tent/canopy including location and dimensions of tables or dance floor (only for 50 or more people)
- A copy of the flame certificate from the tent/canopy manufacturer showing the fabric meets the requirements of NFPA 701
- Borough of Far Hills Hold Harmless Agreement
- Certificate of Insurance naming the Borough of Far Hills as an "Additional Insured"
- Check made payable to the Borough of Far Hills
- Submit completed application to the Borough Clerk at 6 Prospect Street Far Hills, NJ 07931

NOTE: For tents, the number, location, and type of exits MUST be shown on the floor plan. EXIT signs and emergency lights are required. (Only for 50 or more people)

Event Location: _____

Type of Event: _____

Total Number of occupants expected to utilize the tent/canopy: _____

Date(s) of Use: _____

Hours of Use: _____

Tent/Canopy will be set up and ready for inspection on Date: _____ Time: _____

The following will be used/installed in the tent or canopy:

- Electric Lighting
- Electric Power
- Heating Equipment
- Other, please describe: _____
- Platforms, including dance floors
- Tables and chairs for dining

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly appointed person, authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the Fire Code as best as any specific conditions imposed by the Fire Official.

Applicant Signature

Date

Print Name/Title

FOR OFFICE USE ONLY

TENT PERMIT: Conditions Imposed Denied Approved Approved pending payment of fee \$ _____ Check #: _____

Comment: _____ PERMIT #: _____

FIRE OFFICIAL: _____ DATE: _____

TYPE 1 PERMIT: REQUIREMENTS FOR TENTS

- Two-week notice is required prior to any permit inspection
- Tents/Canopies are required to have a Type 1 Fire Safety Permit when they are greater than 900 square feet or more than 30 feet in any dimension whether it is one unit or of multiple units
- Shall be erected and secured as directed by manufacturer
- No open flame cooking under or within 20 feet of any tent/canopy
- Cooking is prohibited in any tent/canopy occupied by the public/guests
- Cooking tents. Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than 5 feet
- Flame retardant certificate must be attached to each tent/canopy
- Tent/Canopy must be properly secured to sustain severe weather conditions
- Generators and other internal combustion power sources shall be separated from each tent/canopy by not less than 20 feet and isolated from public by fencing
- A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment
- A construction permit shall be obtained for heating, ventilation, or electrical equipment that requires a construction permit pursuant to the Uniform Construction Code
- Fire Extinguishers are required in each tent/canopy. Minimum rating of 2A-10: BC fire extinguisher for each 3000 square feet and 75 feet travel distance
- No smoking signs required in each tent/canopy

Exceptions:

1. Cooking tents are not required to be separated from other cooking tents
2. Cooking tents shall be separated from other tents having more than 25 percent of the tent perimeter enclosed with sidewalls or drops or membrane structures with an occupant load of 50 or greater by a minimum of 20 feet