



TOWN OF VESTAL

Building Construction ... Code Enforcement ... Fire Codes

133 Front Street • Vestal • New York • 13850

Phone (607) 786-0980

Fax (607) 786-0984

PROCEDURE FOR APPLYING FOR A BUILDING PERMIT

Tent/Portable Shelter Permit

THE REVIEW PROCESS WILL TAKE ONE - TWO WEEKS! Please plan accordingly!

SUBMIT **ALL** OF THE FOLLOWING:

- Original plans (site plan drawing, floor plan specific to this event. Show seating, cooking areas, fire extinguisher locations, etc.).
- Emergency Evacuation Plan indicating how and to where, the area will be evacuated.
- Contractor Worker's Compensation documentation.
- Completed Permit Information sheet.
- Legible copies of flame resistant certificates.
- Appropriate fee. Checks made payable to the **Town of Vestal**.

After the information is reviewed and corrections and modifications are completed, a permit can be issued.

During the installation process, inspections are required. Please contact our office AT **LEAST TWO DAYS IN ADVANCE** for the inspections on the list.

Please be sure that ALL of the inspections are performed, **including a final inspection**. Failure to have all required inspections complete will result in refusal to issue a Certificate of Compliance for the installation.

If electrical work is installed, the electrical inspections are performed by any one of the recognized independent agents. Please contact one of them and schedule inspections with them. They charge separate fees. After the project is completed, submit to us a copy of the final electrical inspection certificate.

If you have questions, please contact the Building Department at the above number.
Thank you!



TOWN OF VESTAL
TENT-PORTABLE SHELTER
PERMIT APPLICATION

ENGINEERING AND PLANNING
BUILDING/FIRE/CODE ENFORCEMENT

133 Front Street
Vestal, New York 13850-1511
Web Site: www.vestalny.com
(607) 786-0980 Phone
(607) 786-0984 Fax

Office Use Only
Permit # _____
PR _____
Date _____

GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. The checklist of requirements for this permit if any must be completed and included with this application submittal. Note: Separate applications may be required for multiple structures or items on same parcel.

APPLICANT INFORMATION

Owner/Company _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Phone _____

ADDITIONAL REQUIRED INFORMATION

Rental Company _____
Contact Person _____ Phone _____
Address & Location of Shelter _____
Use of Shelter _____
Dates of Shelter Set Up / Use From: _____ Until _____
Size of Shelter: Length: _____ Width: _____ Height: _____
Capacity: _____ No. of Exits: _____ Structural/Frame Material _____
Wood, Metal, etc

THE FOLLOWING WILL BE PROVIDED (CHECK ALL THAT APPLY)

- Heating / Cooking Appliances: Amount of: _____ Fuel Type: _____
Natural gas, propane, solid fuel
- Exit Lights General Lighting Emergency Lighting
- Fire Extinguishers: number of _____ Type of: ABC (multi purpose) _____ Class K (for cooking)

APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

I attest, understand and agree that any permit issued pursuant herein is on the express condition that all information provided above and attached is true and provisions of the New York State Fire Prevention and Building Code as well as all applicable Town Codes of the Town of Vestal and any and all amendments thereto shall apply and are complied with. No changes to this application or deviation of the subsequent approved Tent & Portable Shelter Permit shall be made without prior approval of the Town of Vestal Code Enforcement Office.

Signature _____ Date _____
Owner (or agent if any)

Print Name _____

Reviewed By _____
Approved / Issued _____