



TOWN OF AMHERST
Fire Safety Division

5583 Main St – Lower Level
Amherst, New York 14221
Phone (716) 631-7140
Email: firesafety@amherst.ny.us
www.amherst.ny.us/firesafety

TENT PERMIT SUBMITTAL INFORMATION

Ensures compliance with the NYS Fire Code by verifying that tents and sparkling devices are safely used and meet fire safety standards. This includes proper spacing, flame resistance, and safe operation to prevent fire hazards. Accurate completion of the checklist supports public safety and code compliance.

*Incomplete Tent Permit submittals will not be processed until all items listed below have been received.
This includes payment for the permit application.*

Questions – Call (716) 631-7140 or email firesafety@amherst.ny.us

Fire Prevention Permit Fee = \$150.00

Address: _____

Business Name: _____

Contact name: _____

Contact phone #: _____

Contact email: _____

Tent Size: _____

Event Date(s): _____

Operation Hours: _____

Date Tent Up: _____

Date Tent Down: _____

Sides: Yes No

Tables: Yes No

Chairs: Yes No

of Parking Spaces Being Used: _____ N/A

Flammability Certificate Submitted: ① Yes No

Plot Plan Submitted (3 copies): ② Yes No

Tent Layout Submitted: ③ Yes No

- NOTE:**
- ① Flammability certificate will come from tent rental company or tent vendor if individually owned.
 - ② Satellite image with location noted is sufficient for the plot plan *(does not need to be to scale)*
 - ③ Layout shall include tables, chairs, stage, bar, etc. Location of Exits shall be noted if sides are being utilized.