



**TOWN OF AMHERST**  
**Fire Safety Division**

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

## **TENT PERMIT PROCEDURES**

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*Establishes requirements and procedures for the permitting, installation, and safe operation of tents and temporary membrane structures in accordance with the Fire Code of New York State, ensuring compliance with applicable fire safety standards, means of egress, flame resistance, and fire protection provisions.*

1. A Fire Prevention Permit is required for all tents in excess of 400 square ft.
2. All tents must meet the requirements of Chap. 31 of the IFC and NFPA 102.
3. A detail site and floor plan including means of egress, seating arrangement, location and type of heating and electrical equipment.
4. A Town of Amherst licensed electrician is required for any hardwiring of lights or outlets.
5. A Fire Inspector must inspect prior to occupying. An Electrical Inspector must inspect installed hardwiring.
6. Fire apparatus access roads must be provided, maintained and unobstructed at all times.
7. An unobstructed fire break passageway of not less than 12 ft. wide and free of obstructions shall be maintained on all sides of the tent unless otherwise approved by the Fire Inspector.
8. For tents, access, location and parking shall be per section 3103.7 2025 Fire Code of NYS.
9. Provide a flame resistive certificate at time of application if it is not affixed to the tent.
10. Tents shall be adequately roped, braced and anchored to withstand the elements of weather and to prevent against collapsing. Per section 3103.8 2025 Fire Code of NYS.
11. Means of Egress and number of Exits shall be determined at time of application by using the detailed floor plan per section 3103.11 2025 Fire Code of NYS.
12. Illuminated Exit signs and Emergency lighting is required with an occupant load of 50 or more. This equipment must be operational at the time of inspection. Per section 3103.11.6 and 3103.11.7 2025 Fire Code of NYS.
13. Hay, straw or other combustible material or decorations are prohibited unless approved by the Fire Inspector. Per section 3108.2 2025 Fire Code of NYS.
14. Smoking is prohibited under the tent per section 3108.3 2025 Fire Code of NYS.
15. Open or exposed flames shall not be permitted inside, or located within 20 ft. of the tent, unless approved by the Fire Inspector per section 3108.4 2025 Fire Code of NYS.
16. Portable fire extinguishers, with current inspection tags, shall be located on site at all times. Quantities and location to be pre-determined by the Fire Inspector per section 3108.9 2025 Fire Code of NYS.

17. Heating and cooking equipment authorized by the Fire Inspector shall be installed per applicable codes and section 3108.12 2025 Fire Code of NYS.
18. LP Gas shall be used, stored and maintained per section 3108.13 2025 Fire Code of NYS.
19. Motor vehicles displayed under tents must meet section 3108.14 2025 Fire Code of NYS.
20. Separation of generators must meet section 3108.15 2025 Fire Code of NYS – Generally 20 ft.
21. Standby personnel, where required, must meet section 3108.16 2025 Fire Code of NYS.
22. Combustible vegetation & waste material must comply with section 3108.17 and 3108.18 2025 Fire Code of NYS – Generally 30 ft. clearance.
- 23. Inspections must be completed prior to use or event, with all the above requirements in place.**

A permit may be revoked because of any false statement or misrepresentation of material fact in the application or because of failure to supply additional information required within a reasonable time, or because of change in activity, operation, location, ownership or use. (Chap 83 Town of Amherst Code)

Address of Tent: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

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