

INCORPORATED VILLAGE OF MUTTONTOWN
BUILDING DEPARTMENT
JAMES LIGUORI
MAYOR



TEMPORARY TENT APPLICATION REQUIREMENTS

Tents having an area 400 square feet or more shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Fire Marshall.

1. Completed building permit application and \$100 fee (per tent).
2. Include event date on the building permit application
3. Construction documents shall include a Site plan showing the following:
 - a) Floor plan.
 - b) Path of egress
 - c) Total occupant load for each tent
 - d) Seating capacity
 - e) Arrangement of seating and location and type of heating and electrical
 - f) Distance of each tent off property lines
 - g) Indicate if any sides will be installed
 - h) Compliance with Chapter 31 of the 2020 International Fire Code
4. Copy of estimate.
5. Nassau County Fire Marshall Permit.
6. Certificate of Liability Insurance listing the Incorporated Village of Muttontown (including address) as certificate holder and additional insured.
7. Certificate of Workers Compensation insurance listing the Inc. Village of Muttontown as certificate holder.
8. Certificate of Disability insurance listing the Inc. Village of Muttontown as certificate holder.
9. Tents must be removed no longer than (7) days after an event.

Rev. 4/20/21