



CITY OF SARATOGA SPRINGS
APPLICATION FOR HAVING A TEMPORARY STRUCTURE INSTALLED

Check which one applies: Temporary Tent _____ Temporary Canopy _____ Temporary Membrane Structure _____
 Structure Measurements: Length _____ Width _____ Height _____ Total Square Footage _____

Additional Tents (Length/Width): _____

1. Business Name: _____ Business Phone Number: _____
 Business Address: _____
2. Applicant Name & Title: _____ Applicant Phone Number: _____
 Applicant Address: _____
 Applicant Email: _____
3. Property Owner's Name: _____ Property Owner's Phone Number: _____
4. Property Owner's Address: _____
5. Contractor's Name: _____ Contractor's Phone Number: _____
6. Contractor's Address: _____
7. Manufacturer's Name: _____
8. Exact location of where temporary structure is to be erected: _____
9. Does application require Design Review approval? _____ If yes, date of approval: _____
10. Is location a floodplain? _____ If yes, date of Floodplain Development Permit: _____
11. Is location a Federal or DEC wetland? _____ If yes, submit a copy of Wetland Development Permit.
12. Temporary structure will be erected for _____ days beginning on (Date) _____ & being taken down on (Date) _____
13. Purpose of temporary structure: _____
14. Date and hours of event: _____
15. Expected number of participants: _____ Expected number of attendees: _____
16. **A set of plans must accompany this application** and include the following per City Code Chapter 216:
 - A. Type of structure and materials of the temporary structure.
 - B. Seating arrangements within the temporary structure / floor plan.
 - C. Aisles within the temporary structure.
 - D. Structural details and calculations of the seats and support.
 - E. Location of all temporary electrical wiring which must be in compliance with the National Fire Protection 7.
 - E. Location of all ingress/egress.
 - F. Location and specifications of all fire suppression equipment within the temporary structure which shall be marked according to State Code.
 - G. Location of adjacent structures and obstructions which might hinder the free egress of persons from the exits.
17. **You must also submit a plot plan** showing property lines, all existing structures, parking and placement of the temporary structure
18. Submit the Certificate of flame propagation performance with is application.
19. A fire inspection needs to be scheduled through the Fire Department (518) 587-3599 extension 3023. Fire inspections fees are payable through the Department of Public Safety.
20. If the temporary structure is going to be erected for more than 180 days, you are required to obtain a Building Permit. You may contact the Building Department at (518) 587-3599 extension 2511 for more information.

21. Sets of plans must be available for Fire Inspector, Code Enforcement Officer, and Building Inspector (if applicable) at the time of inspections.
22. If your event will attract more than 5,000 persons you must supply your New York State Department of Health permit and approved Safety Plan with this application.

The City of Saratoga Springs requires:

1. A Certificate of Insurance for Proof of commercial general liability insurance, including personal injury liability insurance, in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate, with no exclusions for assault and molestation, naming the City of Saratoga Springs as an additional insured.
2. Proof of New York State statutory workers' compensation and employer's liability insurance for all employees, or a waiver of same as permitted by law.

The Certificate naming the City of Saratoga Springs as Additional Insured should be addressed to the attention of: Department of Accounts, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, Attention: City Clerk's Office

The Licensee acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects Licensee to liability for damages, indemnification and all other legal remedies available to the City. The Licensee is to provide the City with a Certificate of Insurance naming the City as Additional Insured prior to the issuance of any permit. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. The Licensee shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expenses (including, but not limited to, attorneys' fees), arising out of or resulting from the licensed activity, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Licensee or its employees, its agents or subcontractors.

Nothing in this license shall be construed as granting the Commissioner of Accounts any power to confer rights upon license holders to do or perform any act in contravention of any duly adopted zoning regulations or ordinance in effect in the City of Saratoga Springs. It shall be the responsibility of the licensee to determine if his or her activity complies with the applicable zoning ordinances.

I have read Chapter 216 regarding temporary structures and agree to abide by the rules and regulations as set forth in this chapter.

Name (please print): _____ Date: _____

Signature: _____

Questions relating to Temporary Tents, Canopies and Membrane Structures

	Yes	No	N/A
1. Is the location of the structure within a historical or architectural review district?			
2. Will the structure be in place for 180 days or less?			
3. Is the structure either a tent or membrane structure in excess of 200 square feet or a canopy in excess of 400 square feet?			
4. Is the structure:			
a. A tent used exclusively for recreational camping purposes?			
b. A fabric canopy:			
• Having a maximum size of 700 square feet?			
• Composed of multiple canopies side by side without a 12 ft. firebreak and over 700 sf?			
• Having a minimum clearance of 12 ft to all other structures including tents?			
5. Will the structure be used as a place of assembly?			
a. If yes, will the occupant load be 50 or more? (if yes, a complete interior layout is required)			
6. Will the structure be in place over 30 days?			
7. Will there be a fire apparatus access road available/provided?			
8. Will the structure, including any support ropes or guy wires, be located within 20 ft of lot lines, adjacent structures, parked vehicles or internal combustion engines?			
a. If yes, will the structure be used for cooking or in excess of 15,000 sf?			
b. If yes, will the structure be 10,000 sf or less, meet allowable floor areas as per NYSBC, meet egress requirements and be fire apparatus accessible?			
9. Will the structures be adequately roped, braced and anchored?			
10. Means of egress must comply with the following NYS Fire Code sections:			
a. 3103.12.1 Distribution			
b. 3103.12.2 Number (Table 3103.12.2)			
c. 3103.12.3 Exit openings from tents			
d. 3103.12.4 Doors			
e. 3103.12.5 Aisle			
f. 3103.12.7 Means of egress illumination			
g. 3103.12.8 Maintenance of means of egress			
11. Flame propagation performance treatment (NFPA 701)			
Interior activities must comply with the following NYS Fire code sections:			
a. 3104.5 Combustible materials			
b. 3104.6 Smoking			
c. 3104.7 Open or exposed flame			
d. 3104.8 Fireworks			
e. 3104.9 Spot lighting			
f. 3104.10 Safety film			
g. 3104.11 Clearance			
h. 3104.12 Portable fire extinguishers			
i. 3104.13 Fire protection equipment			

