Tent Permits
The New York State Fire Code requires a Building Permit be obtained prior to erection of tents and canopies if they meet any of the following criteria:

- Open canopies greater than 700 square feet with no sidewalls
- Open canopies greater than 400 square feet with sidewalls on less than 25% of the perimeter
- Enclosed (sidewalls on more than 25% of perimeter) tents greater than 200 square feet
- Occupant load of 50 or more people anticipated

Note: When individual canopies or tents are separated by less than 12 feet of clear space (measured from the end of any guy ropes) from other canopies or tents, the areas of the canopies or tents are combined to determine if a tent permit is required.

Permit Applications
Applicants must submit a permit application to the appropriate agency in advance of the tent installation. Please allow adequate time to obtain the permit.

- City of Ithaca – Building Department – 607-274-6508
- Village of Cayuga Heights – Code Enforcement Department – 607-257-5536
- State Campus Properties and Buildings – Ralph D’Amato 607-254-6371 or e-mail rjd15@cornell.edu

The application varies by agency but typically must include:

- Detailed site plan
- Detailed floor plan showing means of egress, seating capacity, seating arrangement, equipment setup, exit signs, and location of fire extinguishers.
- Detailed plan showing location and type of electrical, cooking and heat producing equipment
- Flame resistance treatment certification from an approved testing laboratory
- Applicable fee payable to the appropriate agency

Event Safety

- All event safety guidelines apply to events held in tents.
- Fire, candles and other open flame devices may NOT be used inside tents.
- "No Smoking" signs must be posted in the tent.
- Fire extinguisher(s) are the Tent Vendor’s responsibility and must be installed in tents.
- The appropriate code enforcement agency has the right to inspect your setup and enforce all applicable codes and regulations.

For further information e-mail ehs_uup@cornell.edu or call 607-255-8200
http://www.ehs.cornell.edu