



Village of Greenport  
Code Enforcement & Fire Prevention  
236 Third Street, Greenport, New York, 11944  
(631) 477-0248 Ext. 201  
[www.villageofgreenport.org](http://www.villageofgreenport.org)

**APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR  
TENSIONED MEMBRANE STRUCTURE**

*All tents/membrane structures must adhere to International Fire Code Chapter 31.*

**You MUST obtain a permit if the tent exceeds 400 square feet.**

**\*PLEASE CALL 8-1-1 FOR MARK OUT PURPOSES BEFORE ERECTING TENT\***

**The following must be submitted as part of this application:**

- Liability insurance certificate (listing the Village of Greenport as additional insured)
- Site map (showing where tent(s) is being placed at site).
- Certificate of flame resistance.
- The use of tent stakes is the method which may be approved by the Village of Greenport. Any other method of securing shall be approved and signed by a licensed engineer and submitted to Village of Greenport Code Enforcement for approval prior to erecting any tent or membrane structure.
- Tents may only be erected for a period not exceeding 180 calendar days.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

NOTE: THIS PERMIT IS INDEPENDENT OF ZONING REGULATIONS AND IS NOT INTENDED TO INFER THAT THE TENT/CANOPY IS A PERMITTED USE UNDER ZONING REGULATIONS.



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**APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR  
TENSIONED MEMBRANE STRUCTURE**

**Name of Sponsor/Event:**

\_\_\_\_\_

**Location or Venue & Address (where tent is placed):**

\_\_\_\_\_

**CONTACT PERSON** *(The person to receive all correspondence.)*

First Name

Last Name

Business Name, if applicable

Mailing Address

City, Town or Village

State

Zip

Contact #

Fax #

E-Mail Address

**Number & Dimension of Tent(s):**

\_\_\_\_\_

**Date tent(s) is to be erected:** \_\_\_\_\_ **Date tent is to be removed:** \_\_\_\_\_

I swear that to the best of my knowledge and belief that the statements contained in this application, together with the documents submitted, are true and complete statements. I affirm that all provisions of the Code of the Village of Greenport, and all other laws pertaining to the proposed work shall be complied with, whether specified or not. I understand that this permit will be issued and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements are complied with. Any violation of all applicable codes, or deviations from the described work above may result in the immediate revocation of this permit & legal action may be taken against me.

Applicant Signature

Date