

# City of Olean Dept. of Fire, Buildings and E.S. Code Enforcement Division

Olean Municipal Building, Rm 212  
P.O. Box 668, 101 E. State St.  
Olean, New York 14760  
716-376-5683, 716-376-5707

## Operating Permit Application for Tents, Canopies and Other Membrane Structures

All tents, canopies and membrane structures either temporary or permanent shall comply with Sections 2401, 2402, 2403 and 2404 of the NYS Fire Code. These include:

**Air-Supported Structure** – wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

**Canopy** – a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Membrane Structure** – an air-inflated, air-supported, cable or frame-covered structure as defined by the Building Code and not otherwise defined as a tent or canopy.

**Tent** – a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

All temporary tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and obtaining approval from Code Enforcement of the City of Olean and having underground utilities marked. Underground utilities must be marked, as per contract, for all other tents, membrane structures, or canopies that require tent stakes to be driven into the ground for support. Copy of the Fire Code can be obtained at the Code Enforcement Office in the Olean Municipal Building.

**Business Name:** \_\_\_\_\_

Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_

Addr: \_\_\_\_\_ Addr: \_\_\_\_\_

Phone: \_\_\_\_\_ (h) \_\_\_\_\_ (w) Fax: \_\_\_\_\_ (h) \_\_\_\_\_ (w)

*All applications must be submitted along with all required documentation as determined by the Code Enforcement office.*

Date of Activity: \_\_\_\_\_

Time of Activity: \_\_\_\_\_

**Description of Activity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Tent (See attached site plan):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Size of Tents to be Erected:**

Enclosed Yes \_\_\_ No \_\_\_

Enclosed Yes \_\_\_ No \_\_\_

Enclosed Yes \_\_\_ No \_\_\_

Enclosed Yes \_\_\_ No \_\_\_

Required documentation may include such items as: plot plan, tank location and size information, duration of activity, proof of other required licenses or certificates, insurance information, or other documentation as needed to determine compliance with all state and local codes and regulations. Failure to provide the required information may result in a denial of the permit. ***Any permit issued pursuant to an application, may be revoked at any time such activities do not comply with the Uniform Code of NYS.***

**Fee information: PLEASE MAKE CHECKS PAYABLE TO CITY OF OLEAN**

Tents, Canopies & Other Membrane Structures No Charge if Park Rented by Applicant

Tents, Canopies & Other Membrane Structures \$25 per tent / per event (maximum \$100)

\_\_\_\_\_  
(Owner's signature) / (date)

\_\_\_\_\_  
Applicant's signature / (date)

**CODE ENFORCEMENT OFFICE USE ONLY:**

Occupancy ID #: \_\_\_\_\_

This application has been:

APPROVED;  DENIED by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee amount: \$ \_\_\_\_\_ Permit #: \_\_\_\_\_ Issued: \_\_\_\_\_

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**Department of Fire, Buildings, & Emergency Services**  
**Code Enforcement Division**

101 E. State Street, Rm. 212  
Olean, New York  
(716) 376-5683, (716) 376-5707 (fax)

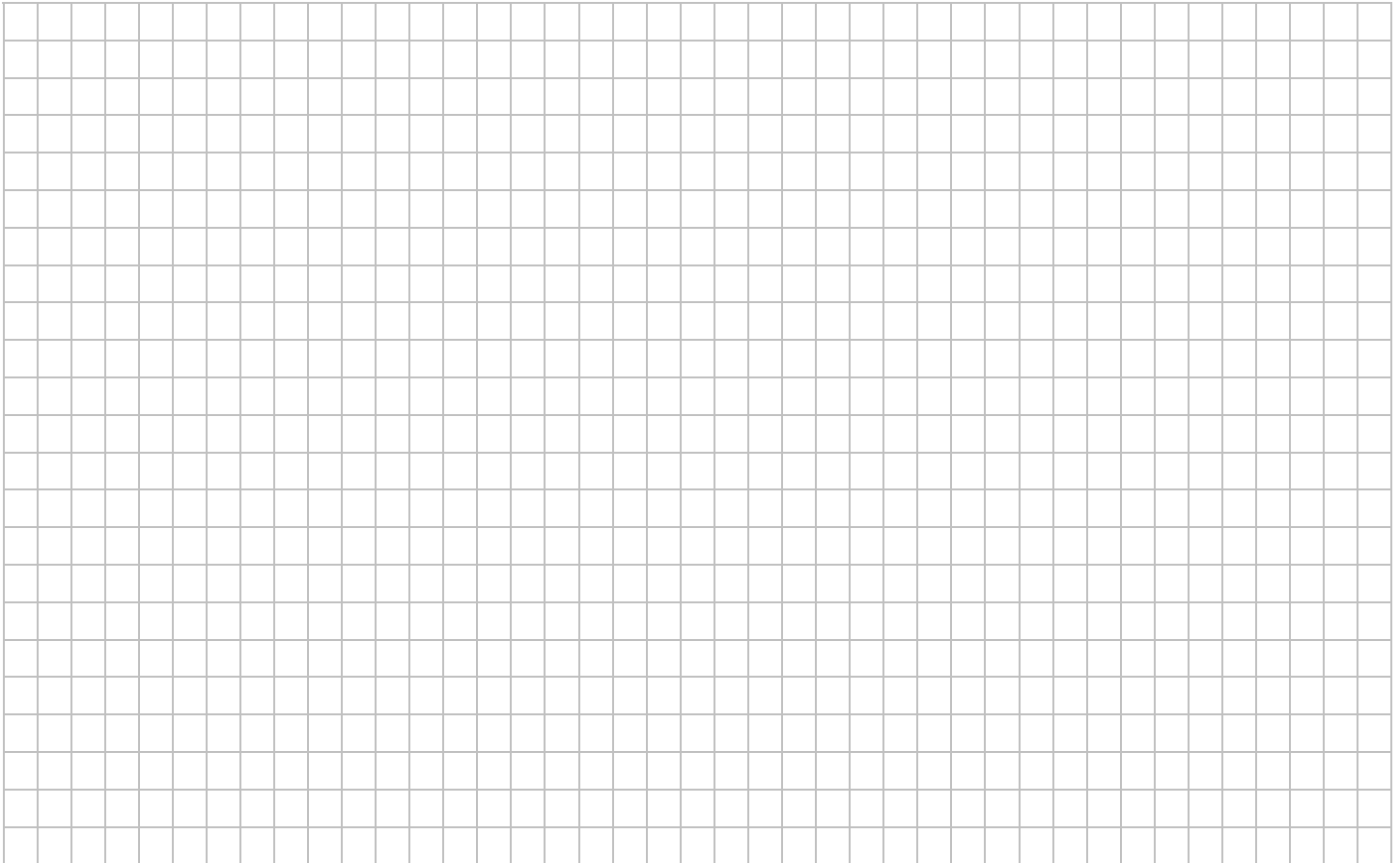
***OPERATING PERMIT TENT SITE PLAN***

*The following information must be shown:*

- ✓ Number and location of tents to be installed;
- ✓ Distance from property line;
- ✓ Distance from buildings within 300 feet;
- ✓ Distance between tents;

Business Name: \_\_\_\_\_

N

A large grid for drawing the tent site plan. The grid is approximately 30 units wide by 30 units high, providing a scale for the site plan.

S

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Official Signature