



CITY OF SARATOGA SPRINGS APPLICATION FOR TEMPORARY STRUCTURE INSTALLED

Application MUST be filled out correctly & sent in as one PDF file with all required documents, if not they will be sent back.

Applications MUST be turned in at least 5-10 days prior to date of installation.

Application fee \$200 - Will be invoiced with inspection

Applications turned in less than 5 days may result in doubling of the application fee.

Check which one: Temporary Tent/Canopy/Membrane _____ Temporary Stage / Platform _____

Structure Measurements: Length _____ Width _____ Height _____ Total Square Footage _____

Additional Tents (Length/Width): _____

Stage / Platform: Length _____ Width _____ Height _____ Total Square Footage _____

Check one: Pre-manufactured: _____ Stick Built: _____

Additional Stage / Platform (Length/Width) _____

***Tent/Canopy/Membrane/Stage/Platform herein after shall be referred to as Temporary Structure**

1. Applicant Name & Title: _____ Applicant Phone Number: _____

Applicant Address: _____

Applicant Email: _____

2. Business Name: _____ Business Phone Number: _____

Business Address: _____

3. Name of whom is responsible for the inspection fee: _____

4. Address: _____

5. Phone number: _____ Email: _____

6. Property Owner's Name: _____ Property Owner's Phone Number: _____

7. Property Owner's Address: _____

8. Installer / Contractor's Name: _____ Installer / Contractor's Phone Number: _____

9. Installer / Contractor's Address: _____

10. Installer / Contractor's Email: _____

11. Manufacturer's Name: _____

12. Address of where temporary structure is to be installed: _____

13. Where on property will temporary structure be installed: _____

14. Is the temporary structure on City owned property? Yes _____ No _____

15. Temporary structure will be erected for _____ days beginning on (Date) _____ & being taken down on (Date) _____

16. Temporary structure will be up and ready for inspection on (Date) _____ (Time) _____

17. Purpose of temporary structure: _____

18. Date and hours of event: _____

19. Expected number of participants: _____ Expected number of attendees: _____

20. **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 comply 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.
21. **You must also submit a plot plan** showing property lines, all existing structures, parking and placement of the temporary structure
22. **Submit the Certificate of Flame Propagation Performance with is application.**
23. **Submit the Specifications for the Stage/Platform**
24. A fire inspection needs to be scheduled through the Fire Department (518) 587-3550 extension 2632. Fire inspections fees are payable through the Department of Public Safety. Applications may be emailed to Lisa Watkins at lisa.watkins@saratoga-springs.org
25. If the temporary structure is going to be installed for more than one hundred eighty (180) days, you are required to obtain a Building Permit. You may contact the Building Department at (518) 587-3550 extension 2510 for more information.
26. Sets of plans must be available for Fire Inspector, Code Enforcement Officer, and Building Inspector (if applicable) at the time of inspections.
27. If your event will attract more than Five Thousand (5,000) persons you must supply your New York State Department of Health permit and approved Safety Plan with this application.
28. Call 811 (Dig Safely NY) if required.

For Office Use Only:

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| <ol style="list-style-type: none"> 1. Does application require Design Review approval? _____ If yes, date of approval: _____ 2. Is location a floodplain? _____ If yes, date of Floodplain Development Permit: _____ 3. Is location a Federal or DEC wetland? _____ If yes, submit a copy of Wetland Development Permit. |
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The Installer/Contractor shall provide the City of Saratoga Springs the following insurance:

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, 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 Public Safety, City of Saratoga Springs, 474 Broadway, Suite 5A, Saratoga Springs, NY 12866. Attention: Public Safety Administration

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 Public Safety 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.

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 district?	_____	_____	_____
2. Will the structure be in place for 180 days or less?	_____	_____	_____
3. Is the structure either a tent or a 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 by 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 sq ft	_____	_____	_____
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 combustions engines?	_____	_____	_____
a. If yes, will the structure be used for cooking or in excess of 15,000 sq ft?	_____	_____	_____
b. If yes, will the structure be 10,000 sq ft or less, meet allowable floor areas as per NYSBC, meet egress requirements and be fire apparatus accessible?	_____	_____	_____
9. Will the structure be adequately roped, braced and anchored?	_____	_____	_____

Yes No N/A

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)

12. 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 (1 for every 1500 sqft of structure size)
- i. 3104.13 Fire protection equipment
- j. 3104.14 Occupant load factors
- k. 3104.15 Heating & cooking equipment
- l. 3104.16 LP gas
- m. 3104.17 Flammable and combustible liquids
- n. 3104.18 Display of motor vehicles
- o. 3104.19 Separation of generators
- p. 3104.20 Standby personnel
- r. 3104.21 Vegetation removal