



Town of Victor
 Planning & Building Department
 85 East Main Street
 Victor, NY 14564
 Ph. 585 742-5035 Fax (585) 742- 0202
 E-mail: codes@townofvictoryny.gov

Tent / Air Supported Structure Operating Permit Application

Applicant Information	
Name	E-mail
Address	Cell Phone

Business Information			
Business Name			Type of Business
Mailing Address			
Local Emergency Contact	Title	E-mail	Cell Phone
Corporate Name		Corporate Address	
Corporate Contact	Title	E-mail	Phone

Activity Information			
Tent Supplier		Mailing Address	
Tent Supplier Contact		Tent Supplier Cell Phone	
Type of Event		Address of Event	
Number of Tents		Number of Air Supported Structures	
Tent Install Date	Event Start Date	Event End Date	Tent Removal Date

Applicant Signature	
<p><i>Acceptance does not relieve the Applicant, Business, Parent Corporation or Agents thereof, from complying with all applicable provisions of the law and or codes whether stated, implied, or omitted in the application and submitted documentation. Incorrect information or failure to maintain the provisions of the permit, applicable codes, and laws, may result in revocation or suspension of the permit.</i></p>	
Signature	Date

Application continues on reverse side. Please complete both sides.



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Applicant Instructions

The following information is required when applicable. Please supply the following documents.

- Certificate of flame resistance treatment compliant with NFPA 701
- Certificate of Workman’s Compensation Insurance
- Certificate of Liability Insurance
- Certificate of Disability Insurance
- Crowd Control Management Plan for public assembly events

The following information is required when applicable. Please supply the following information on a site plan drawing.

- Location of tent, including guy wires and ropes
- Proximity to existing buildings, property lines, roads, parking areas.
- Portable restrooms (required to live on site)
- Cooking equipment and fuel storage when applicable

The following information is required when applicable. Please supply a detailed tent floor plan including:

- Interior dimensions
- Paths of Egress
- Location of fire extinguishers
- Location of emergency egress lighting or written statement indicating the tent will not be open during the hours of darkness.
- Location of emergency exits or a written statement indicating the sides will always be open when open to the public.
- Location and type of contents in the tent.
- Seating Plan where applicable
- Heating equipment and fuel storage when applicable.
- \$100.00 fee payable to the Town of Victor (Permit will not be processed until fee is paid.)

Office Use Only			
\$100 Fee Paid	Occupancy Class	Authorized Date	Receipt #
Documentation Accepted	# of Exits Required	Issue Date	
		Expiration Date	

Revised 12/16/2024

Application continues on reverse side. Please complete both sides.