



**OFFICE OF LEWIS COUNTY CODE ENFORCEMENT**

7660 North State Street  
Lowville, New York 13367  
Telephone: (315) 376-5377  
Fax: (315) 377-3137

**TENT / AIR SUPPORTED / MEMBRANE COVERED FRAME  
STRUCTURE PERMIT APPLICATION**

**NYS Executive Law  
Article 18  
Part 372 – Definitions**

“Building” means a combination of any materials, whether portable or fixed, having a roof, to form a structure affording shelter for persons, animals or property. The word “building” shall be construed when used herein as though followed by the words “or part or parts thereof” unless the context clearly requires a different meaning.

NYS Executive Law, Article 18 is the statute authorizing the code and providing for its administration and enforcement. Part 372 clearly defines a building while Article 19, Part 1203 mandates permits with few exceptions. However, any structure/building greater than 144 sq. ft. of gross floor area does require a permit in accordance to state law.

Dear Applicant:

Attached is a Lewis County Building Permit Application and Fee Schedule. This application is for use only in communities where the County of Lewis is responsible for enforcement of the Building Codes of New York State. The permit applied for with this form applies only to the Building Codes of New York State and has no bearing on the other local, State, or Federal regulations, such as zoning or floodplain ordinance, etc.

**The permit fee must be submitted to the Lewis County Building & Codes Office with the completed application. Please make all checks payable to the Lewis County Clerk and mail to the Lewis County Building & Codes Department, 7660 North State Street, Lowville, New York 13367.**

The approved permit and all correspondence will be mailed to the owner at the address indicated on the application.

It is the responsibility of the owner to see that the Lewis County Code Enforcement Officer is notified when the project will be ready for the next inspection.

**If you have any questions, please contact the Lewis County Building & Codes Office at (315) 376-5377.**

Sincerely,

Handwritten signature of Ward Dailey in black ink.

Ward Dailey  
Senior Code Enforcement Officer

Attachment

LEWIS COUNTY BUILDING & CODES DEPARTMENT  
LEWIS COUNTY COURT HOUSE  
7660 N. STATE ST.  
LOWVILLE, NEW YORK 13367  
Phone: (315) 376-5377 Fax: (315) 377-3137

Permit Number \_\_\_\_\_

**TENT / AIR SUPPORTED / MEMBRANE COVERED FRAME**  
**STRUCTURE PERMIT**

Date \_\_\_\_\_ Census Code \_\_\_\_\_

Tax Map # \_\_\_\_\_

Construction Start Up Date \_\_\_\_\_ Application Fee \$ \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

Applicant / Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

Project Address (911 address) \_\_\_\_\_ Town \_\_\_\_\_

Is installation in a Flood Zone? Yes \_\_\_\_\_ No \_\_\_\_\_

Value of Work (materials & labor) - \$ \_\_\_\_\_

**Proposed Activity**

Tent     Air Supported     Membrane Covered Frame     Permanent membrane covered frame (more than 180 Days in a year) larger than 144 sq. ft.

# of Structures \_\_\_\_\_ Sq. Ft. of Structures \_\_\_\_\_ Proposed Use of Structure(s) \_\_\_\_\_

Occupancy Classification \_\_\_\_\_ Manufacturer \_\_\_\_\_ Flame Resistant Treatment \_\_\_\_\_

Zoning approval: Yes  No  N/A

The owner/applicant/agent acknowledges that all work described within the scope of this application will be in accordance to chapter 24 & 31 of the Fire Code of New York State.

Signature of Applicant or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

I, the undersigned, Code Enforcement Officer of the County of Lewis, hereby (approve) (deny) the within application for a building permit.

Date \_\_\_\_\_ Code Enforcement Officer \_\_\_\_\_

## Residential Fee Schedule

If the total square foot of your structure falls within a bracket, that bracket shall be used to determine the total fee.

**For Brackets A-D  
\$35.00 base -  
Plus Bracket**

One or two family dwellings, camps, additions, decks, mobile & modular homes and residential garages and residential storage buildings.

Bracket ( A ) over 144 to 2000 sq. ft. = 10¢ per sq. ft.

Bracket ( B ) over 2001 to 3500 sq. ft. = 15¢ per sq. ft.

Bracket ( C ) over 3501 to 4500 sq. ft. = 20¢ per sq. ft.

Bracket ( D ) over 4500 sq. ft. = 30¢ per sq. ft.

Bracket (E) Residential garages, residential additions, storage buildings, decks, and porches up to 144 sq. ft. \$25.00

### Residential Alterations

Up to \$5,000

\$ 40.00

For each \$3,000 over the first \$5,000

\$ 5.00

### Non-Residential buildings, structures, additions up to \$100,000 in value:

\$150.00 base fee + 12¢ per sq. ft.

### Non-Residential buildings, structures, additions over \$100,000 in value:

\$300.00 base fee + 12¢ per sq. ft.

### Non-Residential Alterations:

Up to \$5,000

\$50.00

For each \$3,000 over the first \$5,000

\$ 5.00

## Code Information Checklist: Tents – Uses and Prohibitions

Tents come in various sizes and shapes and are used for a variety of purposes. This information sheet is provided to assist tent users or property owners with the requirements set forth by the New York State Building and Fire Codes. The New York State Building and Fire Code applies to tents greater than 200 square feet in size (except cooking tents) used for private or commercial purposes such as for weddings, event registrations, funerals, temporary shelter and similar uses. Permits for tents are valid for no more than 180 days.

### §F2403 TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES

**§F2403.1 General.** All temporary tents, canopies and membrane structures shall comply with this section.

**§F2403.2 Approval required.** Tents and membrane structures having an area in excess of 200 square feet (19 m<sup>2</sup>) and canopies in excess of 400 square feet (37 m<sup>2</sup>) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the code enforcement official.

**§F2403.4 Use period.** Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall be used for a period of not more than 180 days within a 12-month period on a single premise.

**§F2403.7.2 Location.** Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

**§F2403.7.5 Fire break.** An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, canopies and membrane structures unless otherwise approved by the code enforcement official.

**§F2403.8 Anchorage required.** Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the codes enforcement official on request.

**§F2403.11.3 Exit openings from tents.** Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches (2032 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
2. Curtains shall be of a color, or colors, that contrast with the color of the tent.

**Combustible materials** – If a tent or canopy is used for the gathering of persons for an event or meeting then hay, straw, shavings or similar combustible materials shall not be located within the tent or canopy, however, sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided they are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or canopy shall be maintained clear of all combustible materials within 20 feet. Combustible vegetation shall be removed from the area occupied by a tent or canopy and from areas within 30 feet of such structures. Combustible trash shall be removed at least once a day from the tent or canopy during the period the structure is occupied by the public.

**Smoking** – Smoking is not permitted in tents or under canopies. Approved “No Smoking” signs shall be conspicuously posted within the tent.

**Open or exposed flame** – If the tent or canopy is open to the public, then open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or within 20 feet of the tent or canopy.

**Separation of generators** - Generators and other internal combustion power sources shall be separated from tents or canopies by a minimum of 20 feet and isolated from contact with the public by fencing, enclosure or other approved means.

**Electrical equipment** - All electrical equipment, lighting, outlets, wiring, etc. shall bear a U.L. label or label from an approved testing laboratory and be installed in accordance with the National Electrical Code. Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches thick.

**Portable fire extinguishers** – Portable fire extinguishers shall be provided and their location shall be clearly marked.