

# VILLAGE OF MONROE

## SPECIAL EVENTS POLICY, PERMIT APPLICATION & GENERAL INSTRUCTIONS

### **I. DEFINITION:**

Special Event shall mean any preplanned meeting, activity, parade, banner hangings or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public street, sidewalk, park, or other public place or building, or any preplanned meeting, activity, parade, banner hangings or gathering of a group of persons, animals or vehicles or a combination thereof on private street and/or private property to which the public is invited, and which special event may inhibit the usual flow of pedestrian or vehicular travel or which occupies any public/private place or building so as to preempt normal use of space by the general public or which deviates from the established use of such space or building.

The Village of Monroe reserves the right to refuse any application for any reason. Events sponsored by the Village of Monroe take precedence. In cases where significant Village services (police and/or public works personnel) are required for a special event the Village of Monroe will limit the number of events that day to ONE.

### **II. APPLICATION PACKET:**

1. General Instructions and Policies
2. Application Form

Packets are available at Village Hall, 7 Stage Road, Monroe, NY 10950  
or on our website [www.villageofmonroe.org](http://www.villageofmonroe.org).

Completed Application Packets are to be submitted to:

Village Clerk  
Village of Monroe  
7 Stage Road  
Monroe, NY 10950

### **III. APPLICATION PROCEDURES:**

1. The applicant must submit with their completed application a \$50 Processing Fee (non-refundable). All pages of application must be initialed to acknowledge applicant's understanding of policies and procedures. All applications must be submitted at least 60 days prior to the date of the event to ensure adequate time for all departments to review and approve. **Any application requiring the approvals of outside agencies, i.e.: state liquor or gaming authority, NYS DO, et al, must be submitted at least 90 days prior to the event so that said approvals can be obtained.**

2. All applications will be reviewed by the Building Department, Police Department, Highway Department and Village Board. All departments will review each application and forward any comments and/or recommendations to the Village Board for final consideration.

3. Upon approval from the Village Board, the applicant will remit the required application fee, any applicable permit fees, as well as 20% of estimated fees for Village services at least ten (10) days prior to event setup day. If fees are not paid timely, the event permit will be revoked by the Village Clerk. Applicants shall be required to physically present a copy of approved permits at all times during the event.
4. The applicant/event sponsor must provide a certificate of insurance in the amount of at least \$1,000,000 of Commercial General Liability Insurance provided by a carrier licensed to do business in NY State. This certificate of insurance must list the Village of Monroe 7 Stage Road, Monroe, NY 10950 as additional insured and state the name, location and duration of the event. The certificate of insurance shall provide at least ten (10) days written notice to the Village prior to cancellation.
5. The applicant/event sponsor must present the signed and notarized Hold Harmless Agreement included in the application packet. Applicants who sponsor events with multiple vendors will be responsible for retaining a list of vendors with contact information, as well as each individual vendor's signed Hold Harmless Agreements and certificates of insurance in the manner explained above.

#### **IV. POLICIES:**

1. Village equipment shall not be loaned nor leased for public indoor or outdoor use, unless the equipment is part of the Village facility being requested and is to be used according to its intended purposes. Any authorized use of Village equipment shall be subject to additional fees.
2. The applicant agrees to be present for a pre-event and post-event site inspection, if requested by the Building Department. Following the event the applicant shall be billed for any additional expenses that may have been incurred due to damages or loss experienced by the Village as a result of the event. Any additional charges shall be paid by the applicant within thirty (30) days of the date of the billing.
3. The Village has the right to deny the use of any public site, or private site open to the public, due to capacity limits.
4. Applicant understands that at any time during the event the Police Department, Fire Department and/or Code Enforcement Officer or their representatives may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.
5. The Village shall determine the allowed **time of the event** as may be appropriate for the event and the surrounding neighborhood. Permittees shall be allowed reasonable time for set-up and breakdown, which times shall be reflected in the permit.
6. The Village shall determine the required quantity and location of **portable restrooms**. Said facilities shall be removed by the applicant within 24 hours after the conclusion of the event. Rental fees for portable restrooms shall be the sole responsibility of the applicant.

7. Applicant shall be responsible for all **clean-up, trash removal and recycling** at the site, coordinated with the Department of Public Works. The applicant shall pay for any additional dumpsters or trash receptacles required, to be determined by the Village.
8. Any **special structures** including but not limited to fences, platforms, electrical structures, shall require a separate permit from the Building Department and must comply with all appropriate codes and be inspected by the Building Inspector prior to the event.
9. No **advertising or distribution of flyers**, brochures, posters, etc. regarding the event is to take place until the event permit, event date and event time is approved.
10. Any **signs and/or banners** for the event will require a separate temporary sign permit from the building department. Approval of all signage must be given by the Monroe Police Department.
11. Proper preventative measures shall be taken to prevent **grease** from dropping onto the ground, streets and sidewalks, i.e.: cardboard placed on the ground/street/sidewalk immediately below source of grease. Proper arrangements shall be made for the disposal of cooking grease and shall be subject to the approval of the Village Board.
12. All food shall be safe for human consumption. The premises and all equipment and materials used by the applicant shall at all times conform to Orange County Department of Health regulations and all applicable NYS Fire Code laws, rules and regulations. All food vendors must provide current permits from the Orange County Department of Health. Permits from other counties will not be accepted.
13. Any proposed event that involves the request for **closure of a major or minor arterial roadway or collector roadway** must receive Police and DPW approval. No street closure shall be approved for non-Village sponsored events for more than 48 hours. The applicant shall be responsible for all costs of traffic notification, signs and barricades as well as security. The Police Department will determine the number of signs and/or barricades as well as any associated security needs. Additional insurance may be required.
14. **Carnivals and circuses** will be allowed pursuant to the Code of the Village of Monroe §200-13(D) An inspection certificate must be attached to the application.
15. **Parades** are permitted pursuant to Article III §152 of the Code of the Village of Monroe.
16. Any event utilizing any type of **pyrotechnic displays** or devices shall specify same on the event permit application. A separate pyrotechnic permit, terms and/or fees shall be at the discretion of the Village Board.
17. Any event utilizing **amplified sound systems** shall so specify on the event permit application, and applicant shall be subject to Chapter 145 of the Code of the Village of Monroe.
18. Applicant shall be responsible for providing adequate parking for said event. A parking plan shall be submitted outlining parking and pedestrian travel details including but not limited to
  - The number of private parking spaces on site
  - The number of public parking spaces within walking distance to the site

- Alternate parking areas off site (include location, number of parking spaces, and permission to use the alternate parking area if not owned by the applicant)
- Travel routes for pedestrians from said off site parking areas to and from the event
- Barriers, signage and/or other methods of traffic control to be utilized
- Lighting of alternate parking areas
- Adequate number of handicapped accessible parking spaces and accessibility to the event site.
- Parking for any event shall be in compliance with Village Code Chapter 43 Vehicles and Traffic.

19. Permanent pavement markings are not allowed for any reason.

No event shall be held without a valid events permit from the Village of Monroe.

#### **V: ENFORCEMENT; RESPONSIBILITY OF APPLICANT/OWNER/TENANT**

1. The Village of Monroe Police Department shall be responsible for enforcement. It shall be the duty of the Police Department to investigate any violation of this permit coming to its attention, whether by complaint or arising from its own personal knowledge and if a violation is found to exist, it shall prosecute a complaint before the Village Justice.

2. The person to whom such permit is issued and the owner or tenant of the premises on which such event or activity is conducted shall be jointly and severally responsible for the maintenance of good order and decorum on the premises during all hours of such event. No such person shall permit any loud or boisterous conduct on said premises or permit vehicles to impede the passage of traffic on any roads or streets in the area of such premises. All such persons shall obey the reasonable orders of any member of the Police Department and/or Fire Department of the Village of Monroe in order to maintain the public health, safety and welfare.

## VILLAGE OF MONROE SPECIAL EVENTS PERMIT APPLICATION

Thank you for choosing the Village of Monroe as the hosting location for the Special Event you are planning. Please complete this application in its entirety and return it at least sixty (60) days (ninety (90) days for events requiring outside approvals) prior to the event date with a \$50 non-refundable processing fee to:

Village Clerk  
Village of Monroe  
7 Stage Road  
Monroe, NY 10950

If you have any questions you can reach the Village Clerk at (845) 782-8341 x 121 or  
[clerk@villageofmonroe.org](mailto:clerk@villageofmonroe.org)

### EVENT INFORMATION

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Event: \_\_\_\_\_

Facility/Location where Event will be held: \_\_\_\_\_

Event Date(s)/Hours: \_\_\_\_\_

Set up date/time requested: \_\_\_\_\_

Estimated No. of Participants: \_\_\_\_\_ Visitors: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Vendors: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Name and Position: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_ or Tax Exempt# (non profit only) \_\_\_\_\_

Primary Contact Information: MUST PROVIDE 2

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5  
please initial here \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Information: MUST PROVIDE 2

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete the following:

Is your event: ☐ Private ☐ Public – If checked list cost of attendance \$ \_\_\_\_\_

What type of event are you hosting?

- |  |  |
|--|--|
| <input type="checkbox"/> Carnival/Circus/Fair                    | <input type="checkbox"/> Charity Walk/Run          |
| <input type="checkbox"/> Exhibit                                 | <input type="checkbox"/> Tournament or Competition |
| <input type="checkbox"/> Festival                                | <input type="checkbox"/> Fishing                   |
| <input type="checkbox"/> Parade                                  | <input type="checkbox"/> Picnic/Party              |
| <input type="checkbox"/> Wedding                                 |  |
| <input type="checkbox"/> Other – Please explain in detail: _____ |  |

At your event will you offer:

- |   |   |
|---|---|
| <input type="checkbox"/> Food/beverage/catering | <input type="checkbox"/> Inflatables      |
| <input type="checkbox"/> Alcohol                | <input type="checkbox"/> Banners/Signage  |
| <input type="checkbox"/> Concession Stands      | <input type="checkbox"/> Mechanical Rides |
| <input type="checkbox"/> Merchandising Sales    | <input type="checkbox"/> Gambling         |
| <input type="checkbox"/> Fireworks/pyrotechnics |   |

Are you bringing in any special equipment such as:

- |   |   |
|---|---|
| <input type="checkbox"/> Large trailers (_____ lbs) | <input type="checkbox"/> Sound equipment                        |
| <input type="checkbox"/> Lighting                   | <input type="checkbox"/> Stages/Props/Production Equipment      |
| <input type="checkbox"/> Private Security           | <input type="checkbox"/> Armed <input type="checkbox"/> Unarmed |

☐ Tents (list sizes \_\_\_\_\_)

**NOTE:** Tents having an area in excess of 400 S.F. with closed sides shall require a separate permit  
Tents having an area in excess of 700 S.F. open on all sides shall require a separate permit  
(See attached Tent Permit application with instructions)

☐ Generators (Provide specs \_\_\_\_\_)

☐ Other (Please specify) \_\_\_\_\_

Would you require the Village to provide or make available, if possible and at an additional cost to you, any of the following:

☐ Potable Water

☐ Connections for electric power

☐ Trash Cans/barrels

☐ Security

☐ Barricades

☐ Other: please specify  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a detailed description of the Event below and draw or attach a diagram and/or map of the proposed event site layout and or route. Ensure that you specify any requests for street closures, pyrotechnics and any Village services that would be required. Make sure to include:

- The perimeter of the entire location where the event will be held, include the names of all adjacent streets or areas that are part of the event. Show all streets, street closures, lane closures associated with the event.
- Detailed description of parking for the event. Specify parking areas including number of spaces for public parking as well as parking for vendors. Show location for any large trucks or trailers to be stored.
- Locations of fences, barricades and barriers, if applicable.
- Access ingress and egress points to the event.
- 20 foot wide fire/emergency access lane throughout the venue.
- Locations of all stages, platforms, canopies, tents, portable toilets, trash containers, and/or other temporary structures, including dimensions or sizes of the equipment and structures, if applicable.
- Location and detailed set up of any cooking areas including food trucks, if applicable.
- Location of designated area for the sale and consumption of alcohol, if applicable.
- Location and number of persons responsible for checking IDs and preventing persons consuming alcohol from leaving the designated area, if applicable.
- Location of first aid and coordinated staff.
- Location of power sources or generators. Show the distribution of power within the venue. Generators must be cordoned off within the venue, if applicable.
- Locations of carnival rides, games, live animals, inflatables or similar equipment, if applicable.
- Locations of any/all fuel stations, propane tanks, black powder storage and pyrotechnics, if applicable.

Attach separate drawing.

7  
please initial here \_\_\_\_\_

**AGREEMENT AND RELEASE FROM LIABILITY**

**VOLUNTARY PARTICIPATION**

I, \_\_\_\_\_ acknowledge that I have voluntarily applied to the Village of Monroe for a special event. This event is described as follows:

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

And will be held on \_\_\_\_\_

At \_\_\_\_\_ location in the Village of Monroe NY.

**ASSUMPTION OF RISK**

I AM AWARE THAT THE ACTIVITY DESCRIBED ABOVE IN WHICH I AM ENGAGING MAY INVOLVE SOME RISK OF INJURY TO ME OR TO MY PERSONAL PROPERTY. I AM VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH KNOWLEDGE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY, DEATH, OR PROPERTY DAMAGE AND VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE: \_\_\_\_\_

**RELEASE**

As consideration for being permitted by the Village of Monroe to participate in these activities and use their facilities, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives will not make a claim against or sue the Village of Monroe or any of its Elected officials, employees, agents or attorneys for injury or damage resulting from the Negligence or other acts, howsoever caused, by any elected official, employee, agent, attorney or contractor of the Village of Monroe as a result of my participation in the activity described above. I hereby release the Village of Monroe, its elected officials, employees, agents, attorneys or contractors from all actions, claims or demands that I, my assignees, heirs, distributees, guardians and legal representatives now have or may hereafter have for injury or damage resulting from my participation in the above described activity.

**KNOWING AND VOLUNTARY EXECUTION**

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE VILLAGE OF MONROE AND SIGN IT OF MY OWN FREE WILL.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**VILLAGE OF MONROE**  
**BUSINESS/RESIDENT STREET CLOSING APPROVAL FORM**

It shall be at the sole discretion of the Chief of Police to permit any closure of any Village street as it relates to this application and has the right to deny or approve same.

Sponsoring Individual or Organization:

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Dates/Times of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of Streets to be closed, dates, and times:

\_\_\_\_\_

\_\_\_\_\_

The applicant is required to inform all property owners on the street they are requesting to close and all property owners within 500 feet of the proposed location of the event of any street closure(s). A list of property owners can be obtained from the building department. **Approval of such event will be contingent upon the applicant submitting a certificate of mailing to the Village Clerk at least 7 calendar days prior to the event.**

## HOLD HARMLESS STATEMENT

In consideration of the issuance by the Village of Monroe of an events permit to

For the purpose of holding an event more particularly described as

The Applicant \_\_\_\_\_

Herewith and hereby agrees to:

1. Indemnify and hold the Village of Monroe harmless from and against any and all loss, damage, claims of injury (including death), costs and expenses that may result or arise in connection with any of the said activities and operations in the conduct of the herein defined event.

2. Repair or replace any village owned property damaged as a result of the operations of the event. All costs and expenses to be paid by the applicant.

\_\_\_\_\_  
Name of Applicant

BY: \_\_\_\_\_  
Signature and Title

I, \_\_\_\_\_, a Notary Public in and for the County of \_\_\_\_\_, State of \_\_\_\_\_ aforesaid, do hereby certify that \_\_\_\_\_  
Whose name(s) is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she is duly authorized representative of \_\_\_\_\_, which he/she has signed, sealed and delivered the foregoing instrument as his/her free and voluntary act, for the uses and purposes therein set forth. Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary signature)

### Applicant's Statement of Agreement

I hereby affirm that the above information is true and correct in describing the intent of the application.

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

**CHECKLIST OF REQUIRED ATTACHMENTS:**

- \_\_\_\_\_ Plan for off-street and highway parking.
- \_\_\_\_\_ Plans for drawings showing method for supply, storage and distribution of water and disposal of sanitary sewage:
  - \_\_\_\_\_ Water                      \_\_\_\_\_ Sanitary Sewage
- \_\_\_\_\_ Map or drawing showing fire lanes and source of water for fire control.
- \_\_\_\_\_ Signed statement from the property owner granting approval to the Sponsor to use the property during dates and hours of the function and authorizing the Village or its lawful agents to go upon the property for the purpose of inspecting the same.
- \_\_\_\_\_ Original certificate of liability insurance naming the Village of Monroe as additional insured issued by an insurance carrier licensed to do business in the State of New York. Such insurance shall be in the minimum amounts established on a case by case basis by the Village Board. The certificate of insurance shall provide at least ten (10) day's written notice to the Village prior to cancellation.
- \_\_\_\_\_ A statement signed by both the property owner, Sponsor and Amusement Company Operator agreeing to the provisions of the Village of Monroe Code regarding site inspection and clean-up within 72 hours of termination of the event and inspection by the Code Enforcement Officer.
- \_\_\_\_\_ Application for Temporary Tent Permit (if applicable)

**ADDENDUM TO VILLAGE OF MONROE EVENT APPLICATION**

**COST REIMBURSEMENT**

**(FOR USE WHEN EVENT REQUIRES ADDITIONAL SERVICES AND/OR EQUIPMENT)**

Where the number of persons or the duration of the event or gathering may impact the health, safety and welfare of the public, the Village, Fire Chief or Chief of Police may require the applicant to reimburse the Village for costs of increased police protection, public safety oversight and public works facilitation, including any additional equipment to adequately and safely control and protect the persons attending the event, the event area and traffic in and around the event area. Such costs shall include necessary staffing and shall be provided to the applicant prior to the issuance of the permit. These reimbursement costs to the applicant shall be capped at 20% of the actual cost to the Village.

If the permit is granted, I hereby agree to reimburse the Village for 20% of the costs of any increased police protection, public safety oversight and/or public works facilitation which may include, but is not limited to, any additional equipment or personnel which may be required to adequately and safely control and protect persons attending the event, the event area and traffic in and around the event area. **The 20% of estimated fees for Village services is due at least 10 days prior to event set-up day. If fees are not paid timely the event application will be revoked by the Village Clerk.**

\_\_\_\_\_  
Applicant Name (*Please Print*)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

INTERNAL USE ONLY:

Date application received: \_\_\_\_\_

Application Reviewed and Found Complete:

\_\_\_\_\_  
Village Clerk's signature

\_\_\_\_\_  
Date

To Be Completed Prior to Submission of Application to Village Board:

**Police Department:**

Approval of Security, Traffic Control and Parking Plans

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved / Denied

Estimated Cost of additional Police Protection for Event inclusive of manpower, vehicles, fuel, equipment and supplies:

\$ \_\_\_\_\_

\_\_\_\_\_  
Chief's or Designee's Initials

Other conditions (if any):

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

**Building Department:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved / Denied

Other conditions (if any):

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

**Department of Public Works**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved/Denied

Estimated Cost of additional Public Works services for Event inclusive of manpower, vehicles, fuel, equipment and supplies:

\$ \_\_\_\_\_

\_\_\_\_\_  
DPW Designee's Initials

Other conditions (if any):

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

**Village Board Approval:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor's signature

**TO BE COMPLETED FOLLOWING EVENT:**

Actual Police Protection Costs: \$ \_\_\_\_\_

\_\_\_\_\_  
Chief's or Designee's initials    Date

**Code Enforcement Officer Certificate of Discharge:**

Date and time of Inspection following Event: \_\_\_\_\_

Pass / Fail    (Circle One)

Comments:

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

\_\_\_\_\_  
Signature of Code Enforcement Officer

\_\_\_\_\_  
Date



**BUILDING DEPARTMENT  
VILLAGE OF MONROE  
7 STAGE ROAD, MONROE, N.Y. 10950  
[www.villageofmonroe.org](http://www.villageofmonroe.org)**

(for office use only – rev 5/16)

**Application #:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Tax Map** \_\_\_\_\_  
**Zone** \_\_\_\_\_  
**Property** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Date Approved:** \_\_\_\_\_  
**Disapproved:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

**APPLICATION FOR TEMPORARY TENT PERMIT**

**Requirements for a Tent Permit Application:**

- 1. Two plot plan diagrams** locating clearly and distinctly all existing buildings, and location of proposed tents to be installed and all setback dimensions from property lines and existing structures.
- 2. Additional information** showing seating arrangements, egress, fire extinguisher locations and type of heating and electrical if any.

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Temporary tent Permit, pursuant to the New York State Building Fire Code for the installation of temporary tents, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations. Upon approval of this application, the Building Department will issue a Tent Permit to the applicant together with an approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the use of the tent.

**Applicant Information:**

Name (Please print) \_\_\_\_\_ Address \_\_\_\_\_  
Email address \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant is: Owner ☐ Lessee ☐ Agent ☐ Architect ☐ Engineer ☐ Contractor ☐

If applicant is a corporation, name, title and  
signature of duly authorized officer:

\_\_\_\_\_

**Property Information:**

Location of Property where tent will be installed:

\_\_\_\_\_



**Property Owner** (if different from Applicant):

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

Address: \_\_\_\_\_

Tel. \_\_\_\_\_

**Tent size and type:**

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**PROJECT CONTACTS:**

**Contractor/installer:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

**NOTE: *In order to process any permit, proof of Worker's Compensation must be provided. Acceptable forms include Form 105.2, U26.3 or CE-200 (No Accord Forms Accepted)***

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**It is the applicant's responsibility to call the Building Department to schedule inspection prior to occupancy of tent  
(845) 782-8341 x131**