



VILLAGE OF MONTEBELLO, NY  
INCORPORATED 1986

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**Building Department**

One Montebello Road  
Montebello, N.Y. 10901  
(845) 368-2491 Fax (845) 368-2044

**Adam Gordon**

Building Inspector

**Marcos Padilla** Fire

Inspector

**PERMIT APPLICATION INFORMATION PAGE  
FOR TENTS, TEMPORARY SPECIAL EVENT STRUCTURES  
AND OTHER MEMBRANE STRUCTURES**

Tents, temporary special event structures and other membrane structures having an area in excess of 400 square feet require a permit from the Village of Montebello pursuant to the Fire Code of New York State. Applications must be submitted at least 10 business days prior to the event date and must be inspected by a Code Enforcement Official from the issuing authority prior to use. Tents with cooking operations must have an additional inspection by a code enforcement official from the issuing authority prior to the commencement of cooking operations.

Temporary tents and air-supported, air inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a particular parcel.

**Tent Permit Fees:**

- For structures between 400 square feet and 1,600 square feet - Fee: \$75.00
- For structures between 1,600 square feet and 3,000 square feet - Fee: \$100.00
- For structures between 3,000 square feet and 5,000 square feet - Fee: \$125.00
- For structures greater than 5,000 square feet Fee: \$175.00
- Reinspection Fee: \$50.00
- Structures containing cooking operations require an additional \$50.00 fee



### CONDITIONS & REQUIREMENTS

The following documentation must be provided with the application:

- A diagram/sketch of the tent location in relation to the lot lines and other structures, with all applicable dimensions.
- A diagram/sketch of the tent interior, which at minimum must include: exits, tables, chairs, displays, mechanical devices (HVAC), fire extinguishers and cooking devices.
- Proof of identification for property owner and applicant, if different.
- A notarized endorsement by the property owner or representative authorizing the tent to be erected.
- Certificate of Flame Resistance.
- If electrical service is utilized, the following documents are required: (1) Rockland County Electrical

License; (2) Underwriter's Certificate; (3) Worker's Compensation; (4) disability insurance; and (5) liability insurance. All insurance certificates must name the Rockland County Office of Buildings and Codes and the Village of Montebello as additional insured.

- Permits are non-transferable and must be conspicuously posted near the main entrance of the tent/structure at all times.
- All applicable New York State Fire Codes must be adhered to at all times.
- This permit is revocable by any authority having jurisdiction, at any time, for failure to comply with all of the above requirements.

A small tent, or multiple tents with 200 square feet of floor area, or less, does not need a permit and can be located in a required side or rear yard.

A small tent, or multiple tents with greater than 200 sqft of floor area but less than 400 sqft of floor area, does not need a permit either, BUT may not be located in any required yard and cannot be up for longer than 5 months in any calendar year.

The uses of the above tents need to be accessory to the residential uses of the property they are located on.



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**PERMIT APPLICATION**  
**TENTS, TEMPORARY SPECIAL EVENT STRUCTURES**  
**AND OTHER MEMBRANE STRUCTURES**

**TENT LOCATION**

Property

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Building or Complex Name: \_\_\_\_\_

**APPLICANT**

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

Legal

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PROPERTY OWNER**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_



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### EVENT DETAILS

Date(s) of Event: \_\_\_\_\_ Event Times: \_\_\_\_\_

Description/Type of Event: \_\_\_\_\_

Tent Set Up Date: \_\_\_\_\_ Tent Removal Date: \_\_\_\_\_

### TENT DETAILS

Number of Tent(s): \_\_\_\_\_ Tent Size(s): \_\_\_\_\_

Occupant Load of Tent(s): \_\_\_\_\_

Type of Tent- Frame: \_\_\_\_\_ Pole: \_\_\_\_\_ Tension: \_\_\_\_\_ Other: \_\_\_\_\_

Will Tent be staked or ballasted? Staked: \_\_\_\_\_ Ballasted: \_\_\_\_\_

Will Tent have sidewalls? YES: \_\_\_\_\_ #: \_\_\_\_\_ NO: \_\_\_\_\_

Interior Setup: Chairs Only: \_\_\_\_\_ Tables & Chairs: \_\_\_\_\_ Merchandise: \_\_\_\_\_

Cooking: \_\_\_\_\_

Electric Service to Tent? YES: \_\_\_\_\_ NO: \_\_\_\_\_

Power Supplied By: \_\_\_\_\_

Will you have a separate tent for Food Preparation: \_\_\_\_\_ Heating Only: \_\_\_\_\_ Heat or  
Open Flame: \_\_\_\_\_

### TENT VENDOR INFORMATION

Company

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

Corporate

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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



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Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Owner's

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

Company Manager Name: \_\_\_\_\_

Cell: \_\_\_\_\_

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OWNER/APPLICANT (NOTARIZED SIGNATURE)

Sworn to and subscribed before me this     day of     , 20

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

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Inspector: \_\_\_\_\_