Town of Essex – Building Department

29 West Avenue Essex, CT 06426

Phone: 860 767-4340 ext. 117 Fax: 860 767-8509

TENT INFORMATION

1) **Conformance R107.2** Temporary structures (TENTS) and uses shall conform to the structural strength, fire safety, means of egress, light, ventilation and sanitary requirements of this code as necessary to ensure the public health, safety and general welfare.

2) **Permits are not required** **R107.1 General** – for tents used exclusively for recreational camping purposes, tent less than 350 square feet total area, tents 900 square feet and smaller in total area when occupied by fewer than 50 persons, which have no heating appliances, no installed electrical service, and are erected for fewer than 72 hours.

3) Within a tent, the tent supplier or homeowner may plug in their own equipment, including exit signs and lighting. **An Electrical Permit is required.**

4) Lightning protection is **NOT REQUIRED** for a tent. A tent is not the place to be during a storm.

5) Ground Rods are required **ONLY AT A GENERATOR** and shall be grounded effectively to the generator. Not required at tent poles.

6) Electric power taken from a dwelling shall use the dwellings grounding system.

7) Lighting shall be protected by guards and kept away from combustible materials. Lighting shall be kept high enough within the tent so as not to make contact with pedestrians.

8) Electrical power directly from a generator, with outlets and plug-in cords, may be connected by the tent supplier or homeowner. **GFCI OUTLETS MUST BE USED AT TENT.** **An Electrical Permit is required.**

9) Electrical power from sub-panel GFCI outlets to within tent may be connected by the tent supplier or homeowner. **An Electrical Permit is required** and may be taken out by the tent supplier, homeowner or agent.

10) Electrical power from house panel to sub panel shall be installed by a qualified licensed electrical contractor. **An Electrical Permit is required.**

11) Sub panel may be inside or outside the tent and must be supported.

12) NFPA 102 – Open flame device is not allowed. – Must have hurricane glass around flame.

13) Sterno type food warming devices are allowed in tents **WITHOUT A PERMIT** if they are supported by an approved holding device which would keep the sterno from falling over.

14) All tents with an occupant load greater than 50 shall have two exits.

15) All tents that are required to have more than one exit shall have approved exit signs. Signs do not have to be internally lit unless used at night; however, must have back up power for illuminated signs.
EXCEPTION: where tent has no sides and means of egress are obvious.

16) **2005 CFSC Guidebook. 2404.15.5 Cooking Tents.** Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet (6096 mm).

Revised 4/10

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TENT APPLICATION and AGREEMENT

This form should be completed for any Event using a tent(s) of any size and be submitted 30 days prior to the event. Permit Fee is $30 per tent payable to the Town of Essex.

Name/Sponsor of Event: _____

Date(s) of the Event: _____ Start Time: _____ End Time: _____
Date tent to be erected: _____ Date tent to be taken down: _____
Tent Dimensions _____

Location of Tent _____
Check one of the following: Land is privately owned _____ Publicly owned _____
Land Owner Name: _____ Phone No: _____
Land Owner Address: _____

Event Type: _____
Open to the Public: Yes ____ No _____ Admission Fee Charged: Yes _____ No _____
Anticipated attendance: _____ *Note: See Terms and Conditions on page 2 of this application.*

Name of Person(s) in charge of event: _____
Contact Number(s) during the event: _____

Alcohol
Temporary Liquor Permit Name: _____
Permittee Name: _____

I agree to all the terms and conditions specified in this Application. I hereby certify that the proposed tent event is authorized by the land owner of record and I have been authorized by the Owner to make this application for a tent as his authorized agent. We agree to conform to all applicable laws of this jurisdiction.

Applicant Name (please print): _____
Billing/Mailing Address:
_____
Applicant Signature: _____ Date: _____

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DEPARTMENT APPROVAL

Fire Protection Required: _____Yes _____ No Number of Fire Fighters Required: _____

Electrical/Plumbing/Mechanical Permit Required: _____ Yes _____ No
(Circle appropriate category)

Fire Marshal Signature: _____ Date: _____ Permit No.: _____

Building Official Signature: _____ Date: _____

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TERMS AND CONDITIONS:

The following items should accompany this application:

____ Certificate of Flame Resistance
____ Certificate of Liability Insurance
____ Diagram which includes seating arrangements, means of egress, signage, lighting and other measures necessary for the prevention or abatement of fire casualty, and related hazards.

Attendance/Private Duty Fees: State Statutes require that tent events with anticipated attendance of 100 or more persons have both fire and police presence. Private Duty fees for Police and Fire Fighter presence may be charged and will be billed after the event. Payment of fees shall be made within 15 days of billing. The Town of Essex shall have the right to recover all costs of collection of any unpaid bill, including reasonable attorney fees. *See Essex Fire Marshal and Essex Resident Troopers Office below for further details.*

At time of application, contact the:

- **Essex Fire Marshal (860 767-4340 x 146)** for all events. The Essex Fire Marshal shall determine the extent of fire protection to be provided for all social events requiring the use of tents or portable shelters. For tents or portable shelters with or without side panels having wood or metal supports and using any kind of a textile or similar material for coverage, and having a capacity sufficient to shelter 100 or more persons or covering a ground area of more than 1,200 square feet, one or more qualified Essex Fire Fighter(s) shall be on duty during the time the social event is active. A qualified Fire Fighter is a person who has attended such courses to be "Command Certified".
  If Fire Fighter presence is required, the private duty rate is $30/hour per Fire Fighter (2 hour minimum). *
- **Essex Resident Troopers Office (860 767-1054)** in conjunction with any Tent or Temporary Liquor Permit Application. A Request and Agreement for Extra Duty Police Services must be completed.
  If Police presence is required, the private duty rate is $57/hour per Police Officer (4 hr minimum). *
- **Essex Building Department (860 767-4340 x117)** for all electrical, plumbing and mechanical connections and/or use of gas or grill type cooking equipment. Note: Separate permits may be required for electrical, plumbing and mechanical connections.
- **Essex Parks and Recreation (860 767-4340 x201)** if the event takes place on town property. A "Request to Use Park Property Form" must be completed.
- **Essex Health Department (860 767-4340 x119)** if the event involves Food Service. An application should be completed no later than 10 business days prior to the event. There is no fee for this application.

*Any rates listed may change without prior notice to the applicant. Cancellation for an event must be received 36 hours prior to the day of the event. Failure to do so will result in being billed the minimum amounts for private duty fees.

The undersigned (responsible party) agrees to the conditions of this permit and further agrees to make payment in full within 30 days of receipt of statement for fire and/or police services. Payments not received within 30 days will be subject to collection fees.

Signed: _____ **Date:** _____

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ESSEX POLICE – RESIDENT TROOPER'S OFFICE
REQUEST AND AGREEMENT FOR EXTRA DUTY POLICE SERVICES

This form must be completed:

- *By all individuals, organizations, corporations or companies requesting extra duty police services.*
- *In conjunction with any Tent or Temporary Liquor Permit Application and submitted at least 30 days prior to the event.*
- *For any event on Town property with 100 persons or more and submitted at least 30 days prior to the event.*
- *Any parade on a public street and submitted at least 30 days prior to the event.*

The_____ of
Individual, organization, corporation, company

Billing Address_____
Number & Street *Town/City* *State* *zip code*

Requests the following police services: ☐ Traffic control ☐ Crowd control

☐ Community parade services ☐ Security ☐ Other

Type & name of event: _____
Location (s): _____
Date(s) of event: _____ Start Time: _____ End Time: _____
Anticipated attendance: _____ No. of officers requested: _____

I understand and agree to the following:

1. Extra Duty rate is $57.00 per hour each officer and includes a vehicle.
2. Fees will be charged for a minimum of four hours per officer.
3. Four hour minimum applies for cancellation with less than 24 hours notice. Call (860) 767-1054 for all cancellations.
4. Payment of fees shall be made within 15 days of billing. The Town of Essex shall have the right to recover all costs of collection of any unpaid bill, including reasonable attorney fees.
5. Extra Duty assignments are subject to collective bargaining agreements and the applicant may not request a specific officer.
6. Any Extra Duty assignments not filled by Essex Police may be filled by State Police.
7. In accordance with CGS 7-284, the First Selectman or his representative (Essex Police Administrative Officer), may require additional personnel, the expense of which will be borne by the individual, organization, corporation or company.
8. At the discretion of the First Selectman, fees for community parades conducted by non-profit groups may be waived. Further information may be required of any applicant before approval.

Signature: _____ Date of request_____
Printed Name: _____
Address: _____
Number & Street *Town/City* *State* *zip code*
Tel. Number: ( )_____-_____ Fax Number ( )_____-_____

I would like the application response ☐ faxed *or* ☐ mailed to me.

Your request ☐ has ☐ has not been approved.
Your request has been modified to require ____ additional officers.
Your request conforms with community parade standards and fees are waived ☐
Approved by: _____ Date: _____
First Selectman / Authorized Representative

Revised August 2008