

OUTDOOR SEATING/ TENT/ OUTDOOR RETAIL REQUIREMENTS

REQUIREMENTS:

- ☐ **APPLICATION:** Please fill out attached application. Be sure to list the name of the address/ business you are applying for. Please attach a simple sketch of area to be occupied. Larger venues may require a site plan
- ☐ **INSPECTION:** Once the Building Department has received the request you will notified through the phone number you provided, and a site visit will be scheduled. Refer to Section 3101 of the NYS Fire Code for tent requirements.
- ☐ **PERMIT:** After the inspection with the Building Inspector, office staff will print out a one page permit which will be mailed to you

Tents, Canopies and Membrane Structures	FEE	Town Code
Tents Erected for under 30 days	\$150.00	Section 3101 NYS Fire Code
Tents Erected for over 30 days but not more than 180 days	\$250.00	Section 3101 NYS Fire Code
Outdoor Seating/Dining/Café (up to 12 seats)	Per Seat \$5.00	300-80(12)
Seasonal/Exterior Sales for 90 days	\$200.00	219-13(F)

****Any seating over 12 persons will require a site plan approval from the Planning Department****



Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598
Tel. (914) 962-5722 ext.233 Fax (914) 962-1731

Page 1 of 1

Application for Outdoor Seating/ Tent/Outdoor Sales

(Office use only)

APPLICATION No: _____ DATE: _____

PERMIT No: _____ DATE: _____

Applicant: Complete all information lines, below, except those marked "Office use only".

Section: _____ Block: _____ Lot: _____

Address/Location of Venue _____

Name of Business/Restauraunt _____

Complete description of proposed work:

Tent Set up date: _____ Tent Removal Date: _____

Outdoor Seating (if applicable): # of Tables _____ # of Persons: _____

Please provide simple sketch of the area to be occupied. In larger venues, a site plan may be required.

Name of Owner _____ Telephone # _____

Present Address of Owner* _____

NAME OF CONTACT PERSON (Please print)

SIGNATURE OF OWNER / AGENT*

CONTACT PHONE NUMBER

EMAIL ADDRESS

* If signed by other than the owner, a letter of authorization from the owner must be submitted with this application.
(Continued on reverse side.)

Office Use Only

The submitted construction plans substantially comply with the Code of the Town of Yorktown and the New York State Uniform Fire Prevention and Building Code, and the same are approved subject to compliance with these and any other applicable Laws, Codes, Rules or Regulations.

APPLICATION FEE: _____

DATE: _____

BUILDING INSPECTOR, TOWN OF YORKTOWN