

Tent Permitting Process for Hospitals

After coordinating with FDNY and DOB the following actions have been identified for the permitting process. These activities should be broadcast to recipients of tents and hospitals or other anticipated entities who may require a tent to be erected on hospital property.

DOB: Applicants should call Department of Buildings Milagros Ramirez (212.323.8045, mramirez@buildings.nyc.gov) and CC Lisa Amoia (212.323.8065 lamoia@buildings.nyc.gov) for close coordination with DOB on processing TUP's (Temporary Use Permit) for Emergency Use Tents. DOB has been processing these requests same day. TUP can be extended for a year with request in writing. This process should be applicable for all tents erected at hospitals due to the COVID emergency response. The DOB has been provided with a spec sheet for the 1935 Western Shelter Tents.

FDNY: FDNY will coordinate with Hospitals for quick inspection of Tents. Applicants should contact 311 and follow the following guidance. (See additional directly below and following page)

Notification to Fire Department

Any hospital, vendor or other party that erects a tent for purposes of the COVID-19 response shall promptly notify the New York City Fire Department by **dialing 311** and ask for the FDNY Bureau of Fire Prevention Customer Service Center. The caller should be prepared to provide information concerning the size and location of the tent, the expected occupant load, how space heating is being provided, and the nature and extent of flammable and combustible gases, liquids and materials to be stored, used or handled.

❖ *For questions regarding this process or for assistance with any aspect of FDNY Business, please contact us by dialing 311 ask to speak with FDNY Customer Service Center, or via email at FDNY.BusinessSupport@FDNY.nyc.gov*

NYCECM: Applicants should call Stefan Grybauskas, Director of Street Activity Permitting Office (347.515.5874, SGrybauskas@cityhall.nyc.gov). NYCECM will coordinate for the tent erection. Provide Stefan with Name of Hospital, Contact person and contact info for the hospitals representative, Location of tent, date of installation. If a City street is needed for tent erection provide that information as part of the initial coordination with CECM. **CECM will notify NYDOT. No direct coordination with DOT is required.**

DOH: No coordination is required with DOH for tent erection due to the COVID Emergency

NYCDEP: No coordination with DEP is required for Tents unless hydrant access is necessary. Generators do not require DEP permitting for this use.

Appendix 1: FNDY Interim Guidance

The Fire Department offers the following interim guidance to hospitals and vendors concerning the erection and use of tents by hospitals during the COVID-19 emergency in New York City.

1. Tents of any size must be installed and operated in accordance with Section FC2404 of the New York City Fire Code. Presumably, vendors are familiar with these requirements, such as NFPA 701 concerning tent materials and flammability.
2. For human comfort heating, options are limited to natural gas or electric heating and in some instances fuel oil with a temporary set-up. The space heating system/equipment should be of an indirect type. Diesel fuel is strongly preferred to LPG. Indirect diesel-fueled heating system/equipment is commonly used in space heating for tents. Indirect diesel-fueled space heaters for space heating in tents should comply with the following recommendations for acceptable use:
 - a) Indirect fired heaters shall be listed for the intended use.
 - b) Indirect fired heaters shall run on diesel fuel only.
 - c) Indirect fired heaters shall not be located inside of the tents.
 - d) Indirect fired heaters shall not be located within ten (10) feet of any combustible material.
 - e) Operation of the heaters shall be under the personal supervision of a Certificate of Fitness holder **(S-92)**.
 - f) Security personnel shall ensure that the public shall not be allowed access to the indirect fired heaters, and the area where diesel fuel is stored/handled.
 - g) Spill-absorbing materials including, but not necessarily limited to, absorbent socks, absorbent pads and absorbent powders, in quantities sufficient to handle at least a 200 gallon spill, shall be provided onsite for immediate use.
 - h) At least one (1) portable fire extinguisher with a minimum 20-B:C rating shall be provided for each indirect fired heater.
 - i) **“No Smoking”** signs shall be conspicuously posted.

- j) All applicable requirements of the Fire Code (including Chapter 24 Tents and Other Membrane Structures) and the Building Code (including Chapter 31 Special Structures) shall be complied with.
3. Specific questions concerning space heating requirements may be directed to Kam Chan at (718) 999-1507 or David Kahn at (718) 999-1009.
 4. Fire Department District Offices will inspect for conditions contrary to fire and life safety, particularly with regard to the storage of diesel fuel, and work with hospitals to promptly implement corrective measures as warranted.
 5. Concerning tents in excess of 750 square feet (designated occupancy of 75 people or more), the Fire Department's Licensed Place of Public Assembly Unit will conduct an inspection. We have the resources to do this and it can be accomplished on the same day as set up. The LPPA Unit will inspect for conditions contrary to fire and life safety and work with hospitals to promptly implement corrective measures as warranted.
 6. With regard to the foregoing, the Fire Department intends to exercise enforcement discretion as warranted by the circumstances.
 7. This interim guidance is subject to revision by the Fire Department.