



OFFICE OF THE BUILDING INSPECTOR

10 MAPLE AVE.
NEW CITY, NY 10956/5099
(845) 639-2100

ERIK ASHEIM,
ACTING BUILDING INSPECTOR

STEPHEN UNGERLEIDER,
CHIEF FIRE SAFETY INSPECTOR

CARNIVAL/CIRCUS, TENT EVENT &/or ANY OTHER EVENT CHECK LIST:

Approximately 6-8 Weeks for Permit to be Issued

Carnival/Circus – 14 days (maximum)

Tent Event/Event – 4 days (maximum - 2 times a year)

- Applications filled out (Carnival/Circus or Tent Event or Other Event)
- Narrative describing nature of proposed Carnival/Circus or Tent Event or Other Event
- Signature from the Health Dept. & Police Chief (*Look at the back of the Application)
- Check for fee in the amount of \$200.00 (*per week)
- Security Deposit Fee - Bank Check or Certified Check for the amount of \$2,000 (Security Deposit will be returned when event location is inspected & signed off by the Building Inspector)
- Fireworks Display Fee - Check for the amount of \$3,000 (Fireworks Display will be returned when event location is inspected & signed off by the Building Inspector)
- N.Y. State Workman's Compensation & Liability Insurance from Owner, Carnival, Circus & Fireworks Operator Tent Event, Event (These are the forms our office accepts) –
 - C-105.2(9/07)
 - U-26.3 (State Insurance Fund)
 - SI-12 (Certificate of Workers' Comp. Group Self-Insurance)
 - GSI-105.2 (Certificate of Workers' Comp. Group Self-Insurance)
 - CE 200
- Hold Harmless Agreement Form
- Letter from Property Owner giving permission for event
(If Carnival/Fireworks Application: Need to submit a letter explaining purpose of event addressed to the Town Supervisor)
- Layout of event
- Certificate proving tent is Fire/Flame Resistant
- Carnival w/Fireworks/Circus – Need Resolution from the Town Board
- If location of Carnival-Circus-Tent Event-Event is at the Palisades Mall –
Visit or Call: R.C. Planning & Public Transportation Dept. - (845) 364-3434 (Arlene Miller)
******They need to see on official site plan layout.**
Location: Sanatorium Road, Pomona, NY 10970



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LICENSE APPLICATION FOR TEMPORARY EVENT PERMIT

(See Reverse Side for Instructions and Additional Requirements)

PURSUANT TO SECTION 290-17E

*PLEASE NOTE: Temporary Event Permits are limited to a maximum of two (2) events per year. Each permit is limited to a duration of four (4) days including set-up and removal.

For tents or other membrane structures to be used in conjunction with such event, please also complete and attach Tent Permit Application form.

DATE(S) OF EVENT: _____

APPLICATION NAME: _____

STREET ADDRESS: _____

PHONE NUMBERS: (W#) _____ (H#) _____

E-MAIL ADDRESS: _____ (CELL#) _____

DESCRIPTION OF EVENT: _____

NAME OF EVENT MANAGER: _____ CONTACT # _____

LOCATION OF EVENT (ADDRESS): _____

APPLICANT AGREEMENT: I, the applicant, agree to observe and comply with all Town of Clarkstown and all other applicable state and local ordinances and any and all conditions set forth by the Building Inspector, Police Chief, Fire Inspector, Zoning Administrator and the Rockland County Health Department.

Applicant Signature

Date

License No.: _____

Tax Map # (NEW): _____

Zone: _____

Tax Map # (OLD): _____

Approved: Date: _____

Fee: \$200.00

Disapproved: Date: _____

Receipt #: _____ Receipt Date: _____

BUILDING INSPECTOR

INSTRUCTIONS

A. Application is to be completed in duplicate, properly executed, and filed with the Building Inspector of the Town of Clarkstown accompanied by the following:

1. A plan showing the general area of the site, the location and names of all proposed rides, booths, enclosures, tents and trailers on the site, seating arrangements, sanitary facilities and fire protection.
2. A letter of permission from the property owner.
3. Certificate Check, Bank Officers Check or Draft, or Money Order payable to the Town of Clarkstown for the required fee **(\$200.00) per week or fraction thereof**.
4. Certified check in the amount of **\$2,000.00** (which will be held in escrow at the Comptroller's Office) payable to the Town of Clarkstown for the care of property and security for clean-up.
5. Submission of the attached affidavit of the owner or duly designated agent and signed also by operator.
6. Insurance from operator. (Worker's Compensation and Liability)

B. Secure the written approval of the following departments:

1. **Rockland County Health Department;** for Sanitary Facilities, Sewage Disposal and Water Supply.

By: _____ Date: _____

2. **Clarkstown Police;** for adequacy for on site and highway parking.

By: _____ Date: _____

3. **Clarkstown Fire Inspector;** for fire safety.

By: _____ Date: _____

4. **N.Y. State Labor Department;** for Safety of Equipment.

By: _____ Date: _____

**ADDITIONAL SPACE FOR LISTING OF PARTNERS OR CORPORATE OFFICERS:*



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APPLICATION FOR TEMPORARY TENT PERMIT

NOTE: To be used in conjunction with Temporary Event Permit Application And Circus/Carnival Application

THE FOLLOWING MUST BE PROVIDED WITH THIS APPLICATION:

- Detailed Site Plan Identifying Proposed Tent Location On Property and Distances From Other Structures
Flame Resistance Certificate
Interior Floor Plan Detailing Proposed Existing, Seating, Heating and Electrical Equipment
Fee: \$200.00 (per week) ; Security Deposit: \$2,000

Tent Rental Company: Phone Number:

Street Address:

Date Tent to be Erected: Date Taken Down:

Size of Tent: Length: Width: Height:

Proposed Use of Tent:

Estimated Maximum # of Occupants At Any Time:

The Following Are Proposed To Be Provided:

- Side Panels (Walls, Flaps)? Emergency Lighting?
Electric Lighting? Exit Signs?
Backup Generator? Heating Equipment?
Fire Extinguishers? Cooking Equipment?

I, the applicant, agree to observe and comply with all Time of Clarkstown Ordinances, Chapter 24 of the Fire Code of New York State and all other applicable state and local ordinances and any and all conditions set forth by the Authorized Official of the Town of Clarkstown & County of Rockland.

Applicant Signature Date



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**LITTERING & POSTING LAW
ACKNOWLEDGMENT**

Please Read Before Signing:

By public demand, Clarkstown adopted a litter law in 1984 to enhance the existing county and state laws pertaining to litter and posting of signs within the town right of way. Along with this acknowledgment, please find a copy of the Littering and Posting Law 173. Right of Way, by definition in Section 173-2 is difficult to understand as Clarkstown has a complicated road system. Therefore, we offer you the following guideline:

Building Department Guideline:

In most instances, you can assume that there is a ten-foot (10') right of way from the curb and edge of the roadway. **NO SIGNS, WHATSOEVER, ARE TO BE POSTED IN THE RIGHT OF WAY.** This includes posting signs on: utility poles, street name signs, highway signs, fire hydrants and mail boxes.

Permission to post permanent signs – behind the right of way – is obtained through the Clarkstown Building Depart (845) 639-2100.

I, _____ on behalf of _____
(Print Name of Person Represent Entity) (Print Name of Entity)

Who conducts business at: _____
(Print Entity Address, City, State, Zip)

(Phone Number) (Fax Number) (Email)

Hereby acknowledges the following:

- Received a copy of the Littering and Posting Law for the Town of Clarkstown.
- That posted signs with the name or phone number of the above entity can result in a penalty as per Local Law 173-4.

(Signature) (Date)

Sworn to me this

_____ day of _____ 20_____
Notary Public Signature

*****PLEASE NOTE: If Town personnel remove illegally posted signs, banners, etc., the cost of such removal will be deducted from your security deposit. Posting of illegal signs may result in the future denial of your Circus/Carnival or any such Event Permit.**

Section 173-2 Posting Prohibited

[Amended 1-14-1986 by L.L. No. 1-1986; 8-22-2006 by L.L. No. 11-2006;]

No person shall post, display or carry any handbill, placard, notice, sign or advertisement of any kind whatsoever or print, paint, stamp, deface or otherwise mark any words, letters, figures, signs or tokens of any sort or kind for any purpose in or on any flagstone, curbstone, sidewalk, landscaped area, utility pole, tree or fence within 20 feet beyond the edge of the paved portion of any limited-access road, within 40 feet of the center line of any major road, within 30 feet of the center line of any secondary road, or within 25 feet of the center line of any collector or local road, and in no case less than 10 feet from the edge of pavement, as such roads are shown on the Official Map of the Town of Clarkstown, or upon any Town-owned property within the unincorporated part of the Town of Clarkstown.

173-4 Penalties for Offenses

[Amended 8-22-2006 by L.L. No. 11-2006; 4-9-2013 by L.L. No. 2-2013]

Any person committing an offense against any provision of this chapter shall be guilty of a violation punishable by a fine not exceeding \$2,500. Any person found guilty of a second offense of any provision of this chapter within 18 months of the date of the first conviction shall be punished by a fine of not less than \$2,500 and not more than \$5,000. Any person found guilty of a third offense of any provision of this chapter within 18 months of the date of the second conviction shall be punished by a fine of not less than \$7,500 and not more than \$10,000. Any person found guilty of a fourth or subsequent offense of any provision of this chapter within 18 months of the date of the third conviction shall be punished by a fine of not less than \$10,000 and not more than \$15,000. Each day's continued violation of any provision of this chapter will constitute a distinct and separate offense.