

Important Information

All permit application forms must be printed on legal size paper (8 1/2" x 14"). Reduced size copies (printed on letter paper) are not acceptable because ample room is needed for handwritten notations on the applications by office staff.

Any forms that have a colored background must be printed in color.

Color printouts are necessary because the Division uses a color coding system.

Type in information on screen and print out. Print pages 5 and 6 in color on legal size paper.

Sign and have notarized where required.

Applications are not accepted by email.

Permit and Inspection Guidelines for Special Events

Fairs, Festivals, Exhibitions, Shows, Concerts and Private Parties

SPECIAL EVENT PERMITS

A Special Event Permit is required for any of the following:

Private Parties	Fairs	Concerts
Exhibitions	Shows or Carvivals	Charity Events

When any of the following is provided:

Tents	Amusement Rides	Raised Platforms
Cooking Equipment	Seating Structures	Generators
Platforms over Pools	Electrical Lighting	Sound Systems
Electrical Panel Boards	Electrical Outlets	Gas/Propane
Heating Equipment	A/C Equipment	

Tents

1. In accordance with Sect. 3104.1.1, CT State Building Code a tent is required to be part of a Special Event permit unless one of the following exceptions applies:
 - a. Tent is less than 350 square feet in total area.
 - b. Tent is less than 900 sf in area with an occupancy of less than 50 persons, with no heating appliances, no electrical service and are erected for less than 72 hours.
2. All Special Event permit applications that contain tents are required to be accompanied by a flame resistance certificate for the specific tent(s) to be erected.

Raised Platforms and Seating Structures

A raised platform is required to be part of a Special Event Permit

1. A plan of the raised platform or seating structure is required, in duplicate.
2. A CT registered Professional Engineer is required to inspect the "as-built" platform or structure and prepare a letter certifying that same is constructed to withstand a 100psf live load. This letter can be presented at the time of the inspection to our inspector.

SEPARATE TRADE PERMITS

Separate Trade Permits are required to be filed under the Special Event Permit for all of the following:

Amusement Rides

1. In addition to the Special Event permit all electrically operated rides require an electrical permit to be filed by the amusement company. This permit application is required to contain the following information:
 - a) A list of all the rides by name.
 - b) The corresponding State registration number which appears on a placard attached to the ride.
2. A joint inspection of these rides is required to be conducted, prior to the event, by this office, the Greenwich Fire Marshal, and the State Fire Marshal's Office. This inspection is required to be scheduled, by the event organizer, with all parties, a minimum of 24 hours in advance.

Continued on next page

Permit and Inspection Guidelines for Special Events

Fairs, Festivals, Exhibitions, Shows, Concerts and Private Parties

SEPARATE TRADE PERMITS (Continued)

General Electric Work

1. A CT licensed electrician with an E-1 license is required to file an electrical permit for all of the following:
 - a) General lighting of tents, trailers, temporary structures, and grounds.
 - b) Installation of receptacles for food, exhibit, or craft booths and stages or platforms.
 - c) Generators or panel boards to supply power to the above.
 - d) Exit and emergency lighting for tents.
 - e) Sound systems and associated wiring.

EXCEPTION: An electrical license is not required to file the permit when all the wiring and associated lighting is pre-manufactured, UL approved, self contained, plug-in units.

Heating/Cooling of Tents or Booths

1. All temporary heating or A/C equipment for tents require HVAC permits to be filed by a CT licensed S-1 HVAC contractor.
2. Installation of propane tanks for heating or cooking equipment when the propane tank exceeds 20 pounds requires an HVAC permit to be filed by a CT licensed S-1 HVAC contractor.

FOOD OR DRINKS

Serving of food or drinks to the general public or providing a petting zoo require the approval of the Department of Health, Division of Environmental Health 622-7838, prior to the issuance of the Special Event permit.

FIRE MARSHAL REVIEW

Residential Properties:

If a tent has an occupancy in excess of 160 persons Fire Marshal review and sign off is required. Also, Fire Marshal's office will determine if they are required to inspect the tent and/or premises prior to the event.

Non-Residential Properties:

All events require Fire Marshal review. Fire Marshal's office review and sign off is required. Also, Fire Marshal's office will determine if an inspection or a fire watch is required.

NOTE:

All inspections shall be requested by calling 622-7772 **BEFORE** 2 pm the day **PRIOR** to the day of requested inspection. Specific appointments are required to be verified **DIRECTLY** with inspectors between 8 and 9 am the day of the inspection.

Guidelines For Electrical Installations

1. All lighting fixtures shall be UL approved.
2. All connections to lighting fixtures shall be made in a proper manner with no open or exposed splices.
3. Mounting of lighting fixtures shall be done in a secure manner. No tape, tie wire or string to support fixtures will be acceptable. Proper clamps or Ty-wraps shall be used.
4. No low hanging fixtures shall be allowed in public walking areas (minimum height 6' 8" clearance).
5. All cords and receptables used are to be UL listed. No homemade cords or plugs of any kind shall be acceptable.
6. Cords are not to be fastened to any partitions or displays.
7. Cords are not to be run under rugs. Cords run in traffic areas are to be protected by proper protection devices such as heavy rubber mats. Also, care should be taken to not pinch cords under displays.
8. Displays are not to block any exit signs, emergency lights or impede any exit.
9. Displays are not to block any electrical panels or fire equipment.
10. All outdoor areas shall be protected by GFI receptacles. Any connections exposed to weather shall be weather proof.

Any violations cited at the time of the inspection that can't be rectified immediately will cause immediate disconnection of power to areas affected or the posting of the site as dangerous and unsafe. It is recommended that you have your electrician present for our inspection so that any repairs can be made immediately to avoid the posting of the site by the inspector.

How to Properly Fill Out a Special Event Permit Application

Below is a sample of a Special Event Permit Application with notations as to how to properly fill out the form.

- 1 Obtain Parcel ID # from Tax Assessor's Office or from your property tax bill.
- 2 Owner of property on which the event will take place.
- 3 Name and address of person who is responsible for organizing the event, coordinating trade permits and inspections.
- 4 Name of organization sponsoring the event.
- 5 Name of contact person representing organization listed in item #4. List name only if different from person listed in #3.
- 6 Phone no. of person listed in item #5. If #5 is blank, phone no. of person listed under #3.
- 7 Type of event. Check appropriate box. If other, explain in space provided.
- 8 Check all appropriate boxes. If other, explain in space provided.
- 9 Check all appropriate boxes indicating all electrical, heating or cooking utilities to be provided.
- 10 Address of building or property where event will take place.
- 11 Distance from and direction from intersection is especially important in helping our inspectors find the event when it is located on private residential property and must be completely filled out.
- 12 Check box for section of town. This must be completed as all permits are placed in a section of town. It is helpful when a zoned list is printed to locate inspection requests.
- 13 Applicant must complete this section to inform the Town of the duration of the event.
- 14 Note date and time you would like to schedule your required inspections. Person listed in item #3 is responsible for scheduling inspections and is required to be present during the inspection.
- 15 This only needs to be completed if a tent is part of the event. List supplier of and sizes and number of tents. Occupant load is important to determine if emergency lights are required. If day time event, check box, and emergency lighting will not be required. **Note: Applicant is required to submit flame resistant certificates for all tents at time of application.**
- 16 Check appropriate box if applicable.
- 17 If you checked any boxes in item #9, an appropriate Trade Permit is required to be filed. List the name of the electrician or HVAC contractor who will be filing this Trade Permit. \$50 fee for each. **Note: Installation of propane tanks of 20lbs or less does not require an HVAC Trade Permit.**
- 18 Value of work should include cost of all tents electrical and HVAC work. Permit fee is \$10/\$1,000 of value, \$30 minimum.
- 19 This section filled out by staff.
- 20 Check if food is to be served to the public. If event is a private party check no. If yes, applicant is required to obtain sign-off from the Division of Environmental Health, 3rd floor, prior to filing application.
- 21 List total no. of guests to occupy tent. The applicant is responsible for obtaining GFM sign-off prior to filing application. The Greenwich Fire Marshall is located in the Central Fire Station on the 2nd floor.

Side 1

Town of Greenwich
 DPW, Building Inspection Division
 Town Hall - 101 Field Point Road
 Greenwich, CT 06836-2540
 Phone: 203-622-7754 - Fax: 203-622-7848

OFFICE USE ONLY

PERMIT NO. _____

ISSUE DATE: _____

COMPLETED BY APPLICANT

PARCEL ID _____

PERMIT APPLICATION FOR SPECIAL EVENTS

The undersigned owner or authorized agent applies for a permit for the special event as noted below in accordance with the laws and ordinances of the Town of Greenwich, and as set forth in the accompanying plans and specifications and Chapters 27 and 31 of the CT State Building Code.

OWNERS AND AGENTS

(PLEASE TYPE OR PRINT)

PROPERTY OWNER _____ ADDRESS _____

TENANT / LESSEE _____ ADDRESS _____

PERMITEE (EVENT ORGANIZER)
(PERSON RESPONSIBLE FOR SUPERVISION OF EVENT, COORDINATION OF PERMITS, INSPECTIONS AND COMPLIANCE WITH ALL CODES & ORDINANCES)

NAME _____ ADDRESS _____

ORGANIZATION (IF ANY) _____ CONTACT PERSON _____ PHONE _____

INDICATE TYPE OF EVENT	INDICATE FACILITIES PROVIDED	INDICATE UTILITIES PROVIDED
<input type="checkbox"/> PRIVATE PARTY <input type="checkbox"/> CONCERT <input type="checkbox"/> EXHIBITION/SHOW <input type="checkbox"/> OTHER	<input type="checkbox"/> TENTS <input type="checkbox"/> AMUSEMENT RIDES <input type="checkbox"/> RAISED PLATFORMS <input type="checkbox"/> PLATFORM OVER POOL <input type="checkbox"/> OTHER	<input type="checkbox"/> FOOD FOR PUBLIC <input type="checkbox"/> COOKING EQUIPMENT <input type="checkbox"/> SEATING STRUCTURE <input type="checkbox"/> VENDERS/BOOTHES

ELECTRICITY: LIGHTS/OUTLETS
 ELECT. PANEL BOARD
 GENERATOR
 SOUND SYSTEM

COOKING/HVAC: GAS/PROPANE
 HEAT EQUIPT.
 A/C EQUIPT.

PROPERTY LOCATION

PROPERTY ADDRESS _____ on the NORTH SOUTH EAST WEST side

APPROXIMATELY (DISTANCE) _____ N S E W FROM THE INTERSECTION WITH _____

SECTION OF TOWN

CENTRAL OUTLYING BYRAM PEMBERWICK GLENVILLE COS COB RIVERSIDE OLD GREENWICH

REQUIRED EVENT INFORMATION	CODE INFORMATION
Date of event: _____ Date of requested inspection: _____ Time of inspection: _____ From _____ To _____	ZONING REGULATIONS Zone _____ Square Footage _____
TENTS Supplied by _____ No. _____ Sizes _____ Total SF _____ Total occupancy _____ (over 50 persons - emergency lights req'd) <input type="checkbox"/> Check if daytime event Date erected _____ Date to be removed _____	BUILDING CODE Use group _____ Const. type _____ Stories _____ Height _____
RAISED PLATFORMS, STAGES OR SEATING <input type="checkbox"/> Check if you will provide a letter from a CT registered PE certifying that he/she has inspected the construction and same is designed to support a 100 PSF live load at time of inspection. <input type="checkbox"/> Check if you have provided a plan, in duplicate, of raised platform, stage or seating structure with this application.	HEALTH DEPARTMENT REVIEW Is there food served to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Reviewed by _____ Date _____
REQUIRED TRADE PERMITS <input type="checkbox"/> Electrical (List electrician) _____ <input type="checkbox"/> HVAC (List contractor) _____	FIRE MARSHAL REVIEW Residential Properties Occupancy of tent _____ <input type="checkbox"/> Inspection req'd. <input type="checkbox"/> Inspection not req'd. Non-Residential Properties (GFM review required) <input type="checkbox"/> Inspection req'd. <input type="checkbox"/> Inspection not req'd. Fire watch required: <input type="checkbox"/> Yes <input type="checkbox"/> No Reviewed by _____ Date _____
VALUE OF WORK _____ PERMIT FEE DUE _____ INVESTIGATION FEE _____ Certificate of Occupancy may be withheld until final valuation of work has been established and fee adjusted and paid. Issuance of this permit shall not be construed as a permit to perform any regulated activity on any inland wetlands.	AMENDMENTS: _____ OFFICE USE ONLY

ZONING REVIEW	BUILDING CODE REVIEW
Conditions apply: <input type="checkbox"/> Prior to Permit <input type="checkbox"/> Prior to CO Reviewed by: _____ Date: _____	Other permits required: Electrical <input type="checkbox"/> Required <input type="checkbox"/> Not required <input type="checkbox"/> Permit pickup requested HVAC <input type="checkbox"/> Required <input type="checkbox"/> Not required <input type="checkbox"/> Mail permit Health Department review <input type="checkbox"/> Required <input type="checkbox"/> Not required Tent flame resistance certificate <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A PE certification of raised platform <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Plan of raised platform <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Greenwich Fire Marshal review <input type="checkbox"/> Submitted <input type="checkbox"/> Pending <input type="checkbox"/> N/A Reviewed by: _____ Date: _____

DO NOT FILL OUT THIS SECTION

Page 1 of 2

Side 2

PERMIT APPLICATION FOR SPECIAL EVENTS

AFFIDAVIT

THE UNDERSIGNED PROPERTY OWNER, BEING DULY SWORN, DEPOSES AND SAYS:

- That he/she is the current owner of premises described on this application for a Special Event permit.
- In accordance with the CT General Statutes, that the below said agent / permittee is duly authorized on behalf of the owner to execute and complete this application.
- That the work described in this application is duly authorized by the current owner.
- That the undersigned agent / permittee is hereby designated as the owner's representative with whom the Division of Building Inspection, DPW may deal with in respect to the work under this application.
- That this authorization shall continue unless revoked by the owner by giving written notice of revocation to the Division of Building Inspection, DPW.

(Owner signature required only for Non-residential properties)
CURRENT OWNER NOTARIZED AUTHORIZATION

<p style="text-align: center;">PERMITEE (EVENT ORGANIZER) INFORMATION</p> <p>CT Reg. No. _____</p> <p>Name (type) _____</p> <p>Signature _____</p> <p>Phone _____</p> <p><input type="checkbox"/> Permit pickup requested <input type="checkbox"/> Mail permit</p>	<p>Name (type) _____</p> <p>Signature _____</p> <p>Subscribed and sworn to, before me on this _____ day of _____, 20____</p> <p>Notary Public signature _____</p>
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CONTACT PERSON FOR PERMITEE (EVENT ORGANIZER)

Person responsible for arranging for inspections and required to be on site to meet with inspectors. This person will be expected to be responsible for having the applicable trade persons available to correct any code violations sited during inspection.

Contact name (typed) _____ Phone _____

<p>AMENDMENTS:</p> <p>CT Reg. No. _____ Phone _____ Date: _____</p> <p>Name (type) _____</p> <p>Signature _____</p> <p>Address _____</p>	<p>AMENDMENTS:</p> <p>CT Reg. No. _____ Phone _____ Date: _____</p> <p>Name (type) _____</p> <p>Signature _____</p> <p>Address _____</p>
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- 22 Name of Permit Applicant should be the same as item #3.
- 23 Applicant shall indicate whether they want permit to be mailed or picked up.
- 24 Notarized signature of owner of property where event is to be held. **Note: Only required for non-residential properties.**
- 25 Fill out if someone other than the event organizer (item #3) will be present for inspections.



Town of Greenwich
 DPW, Building Inspection Division
 Town Hall - 101 Field Point Road
 Greenwich, CT 06836-2540
 Phone: 203-622-7754 - Fax: 203-622-7848

OFFICE USE ONLY

PERMIT NO. _____

ISSUE DATE: _____

COMPLETED BY APPLICANT

PARCEL ID _____

PERMIT APPLICATION FOR SPECIAL EVENTS

The undersigned owner or authorized agent applies for a permit for the special event as noted below in accordance with the laws and ordinances of the Town of Greenwich, and as set forth in the accompanying plans and specifications and Chapters 27 and 31 of the CT State Building Code.

OWNERS AND AGENTS

(PLEASE TYPE OR PRINT)

PROPERTY OWNER _____ ADDRESS _____

TENANT / LESSEE _____ ADDRESS _____

PERMITTEE (EVENT ORGANIZER)

[PERSON RESPONSIBLE FOR SUPERVISION OF EVENT, COORDINATION OF PERMITS, INSPECTIONS AND COMPLIANCE WITH ALL CODES & ORDINANCES]

NAME _____ ADDRESS _____

ORGANIZATION (IF ANY) _____ CONTACT PERSON _____ PHONE _____

INDICATE TYPE OF EVENT

- PRIVATE PARTY
- CONCERT
- EXHIBITION/SHOW
- OTHER
- PRIVATE FAIR
- CHARITY EVENT
- PUBLIC CARNIVAL
- FUND RAISER

INDICATE FACILITIES PROVIDED

- TENTS
- AMUSEMENT RIDES
- RAISED PLATFORMS
- PLATFORM OVER POOL
- OTHER
- FOOD FOR PUBLIC
- COOKING EQUIPMENT
- SEATING STRUCTURE
- VENDERS/BOOTHES

INDICATE UTILITIES PROVIDED

- | | |
|--|---|
| ELECTRICITY:
<input type="checkbox"/> LIGHTS/OUTLETS
<input type="checkbox"/> ELECT. PANEL BOARD
<input type="checkbox"/> GENERATOR
<input type="checkbox"/> SOUND SYSTEM | COOKING/HVAC:
<input type="checkbox"/> GAS/PROPANE
<input type="checkbox"/> HEAT EQUIPT.
<input type="checkbox"/> A/C EQUIPT. |
|--|---|

PROPERTY LOCATION

PROPERTY ADDRESS _____ on the NORTH SOUTH EAST WEST side

APPROXIMATELY (DISTANCE) _____ N S E W FROM THE INTERSECTION WITH _____

SECTION OF TOWN

- CENTRAL OUTLYING BYRAM PEMBERWICK GLENVILLE COS COB RIVERSIDE OLD GREENWICH

REQUIRED EVENT INFORMATION

- 1996 BOCA 2003 IRC Flood Zone

Date of event: _____ Date of requested inspection: _____ Time of inspection: _____
 From _____ To _____

TENTS

Supplied by _____
 No. _____ Sizes _____ Total SF _____
 Total occupancy _____ (over 50 persons - emergency lights req'd) Check if daytime event
 Date erected _____ Date to be removed _____

RAISED PLATFORMS, STAGES OR SEATING

- Check if you will provide a letter from a CT registered PE certifying that he/she has inspected the construction and same is designed to support a 100 PSF liveload at time of inspection.
- Check if you have provided a plan, in duplicate, of raised platform, stage or seating structure with this application.

REQUIRED TRADE PERMITS

- Electrical (List electrician) _____
- HVAC (List contractor) _____

OFFICE USE ONLY

Receipt # _____
 Receipt # _____

VALUE OF WORK _____

PERMIT FEE DUE _____

INVESTIGATION FEE

Certificate of Occupancy may be withheld until final valuation of work has been established and fee adjusted and paid. Issuance of this permit shall not be construed as a permit to perform any regulated activity on any inland wetlands.

AMENDMENTS:

OFFICE USE ONLY

CODE INFORMATION

ZONING REGULATIONS

Zone _____ Square Footage _____

BUILDING CODE

Use group _____ Const. type _____
 Stories _____ Height _____

HEALTH DEPARTMENT REVIEW

Is there food served to the public?

- Yes No

Reviewed by _____

Date _____

FIRE MARSHAL REVIEW

Residential Properties

Occupancy of tent _____

- Inspection req'd. Inspection not req'd.

Non-Residential Properties (GFM review required)

- Inspection req'd. Inspection not req'd.

Fire watch required: Yes No

Reviewed by _____

Date _____

ZONING REVIEW

Conditions apply:
 Prior to Permit
 Prior to CO

Reviewed by: _____
 Date _____

BUILDING CODE REVIEW

Other permits required:

- | | | |
|-------------------------------------|------------------------------------|---------------------------------------|
| Electrical | <input type="checkbox"/> Required | <input type="checkbox"/> Not required |
| HVAC | <input type="checkbox"/> Required | <input type="checkbox"/> Not required |
| Health Department review | <input type="checkbox"/> Required | <input type="checkbox"/> Not required |
| Tent flame resistance certificate | <input type="checkbox"/> Submitted | <input type="checkbox"/> Pending |
| PE certification of raised platform | <input type="checkbox"/> Submitted | <input type="checkbox"/> Pending |
| Plan of raised platform | <input type="checkbox"/> Submitted | <input type="checkbox"/> Pending |
| Greenwich Fire Marshal review | <input type="checkbox"/> Submitted | <input type="checkbox"/> Pending |

- Permit pickup requested
- Mail permit

Reviewed by: _____
 Date _____

PERMIT APPLICATION FOR SPECIAL EVENTS

AFFIDAVIT

THE UNDERSIGNED PROPERTY OWNER, BEING DULY SWORN, DEPOSES AND SAYS:

1. That he/she is the current owner of premises described on this application for a Special Event permit.
2. In accordance with the CT General Statutes, that the below said agent / permittee is duly authorized on behalf of the owner to execute and complete this application.
3. That the work described in this application is duly authorized by the current owner.
4. That the undersigned agent / permittee is hereby designated as the owner's representative with whom the Division of Building Inspection, DPW may deal with in respect to the work under this application.
5. That this authorization shall continue unless revoked by the owner by giving written notice of revocation to the Division of Building Inspection, DPW.

PERMITTEE (EVENT ORGANIZER) INFORMATION

(Owner signature required only for Non-residential properties)
CURRENT OWNER NOTARIZED AUTHORIZATION

CT Reg. No. _____

Name (type) _____

Name (type) _____

Signature _____

Signature _____

Subscribed and sworn to, before me on this

Phone _____

_____ day of _____, 20_____

Permit pickup requested

Mail permit

Notary Public signature _____

CONTACT PERSON FOR PERMITTEE (EVENT ORGANIZER)

Person responsible for arranging for inspections and required to be on site to meet with inspectors. This person will be expected to be responsible for having the applicable trade persons available to correct any code violations sited during inspection.

Contact name (typed) _____ Phone _____

AMENDMENTS:

CT Reg. No. _____ Phone _____ Date: _____

Name (type) _____

Signature _____

Address _____

AMENDMENTS:

CT Reg. No. _____ Phone _____ Date: _____

Name (type) _____

Signature _____

Address _____