

Town of Clay

Mark V. Territo
Commissioner



"One of America's 100 Best Places to Live"

Exterior Temporary Event Sales/Auto Sales/ Retail Sales
On property zoned
Regional Commercial and Highway Commercial
Town of Clay

Property Owner and Or Applicant

- 1.) The owner or applicant will need to submit a Special Event permit, a Site Plan showing the exhibit display meeting all fire code regulations, information on the non flammable tent/ or structure if applicable and times and dates of special event.
- 2.) Fee of \$125.00. (includes the administrative site plan and fire inspection) submitted with permit application.

This application maybe presented to the Planning Board at the Town of Clay for their review and approval so please give ample time of at least 30 days for this submission.

- 3.) Please be sure that the owner of the property has signed the application.
- 4.) Certificates of Liability and N.Y. State Workman's Compensation Insurance must be submitted.
- 5.) Only one sign is permitted to be displayed no larger than 32 square feet. Please submit information with permit on signage.
- 6.) Aisles and exits must be kept open at all times, maintain 44 inch access aisles through the tent, minimum width of egress 72 inches, minimum number of exits 2, and a 20 foot fire lane must be maintained at all times around the perimeter of the exhibit.(an additional 12 feet outside of tent stakes)
A fire extinguisher must be on hand, and no seating allowed under a tent where cooking is provided.
No smoking signs will be posted and no smoking allowed.

Incomplete applications will not be accepted.

This permit and fee has to be submitted for each and everytime this event is held.