VILLAGE OF
LINCOLNSHIRE
COMMUNITY & ECONOMIC DEVELOPMENT

STAMP HERE

COMMERCIAL TENT PERMIT APPLICATION

OFFICE USE ONLY
Permit #:

A permit is required for a tent in excess of 200 square feet, or a canopy in excess of 400 square feet.

PROJECT INFORMATION		
Property Address (including lot / suite #):		
City:	State:	Zip Code:
Applicant Name:		
Email:		
Phone:	Cell:	Fax:

TENT CONTRACTOR:		
Company Name:		
Address (including lot / suite #):		
City:	State:	Zip Code:
Email:		
Phone:	Cell:	Fax:

TENT INFORMATION												
Event Date(s):	*Start:*			**Event Duration:**	*Start:*			**Period of Installation:**	*Start:*			
	End:				*End:*				*End:*			
Size of Tent:	**#1**		ft.	x		ft.	**#2**		ft.	x		ft.
	#3		ft.	x		ft.	**#4**		ft.	x		ft.

APPLICANT SUBMITTAL STATEMENT

I, _____, certify that to the best of my knowledge the information contained in this Application, attached plans and specifications, and other attached documentation is true. I further recognize that as the Permit Applicant, all fees and requirements associated with the review and future approval of the work described herein are my responsibility.

Signature: _____ Date: _____

LANDLORD/PROPERTY OWNER APPROVAL STATEMENT

A separate landlord/property owner approval letter may be submitted in lieu of completing the following approval statement. Any such letter must be on company letterhead of the ownership party, include a statement granting authorization for the submittal of this application and corresponding plans/documents, and be attached to this application.

I, _____, certify that as the property owner, landlord, or authorized agent, as identified herein, I have reviewed the information contained in this application, attached plans, specifications, and other attached documentation and hereby authorize the submittal of this application, attached plans, specifications, and other attached documentation for the temporary use event at the location(s) and time(s) identified.

Signature: _____ Date: _____

Tent Permit Application – Village of Lincolnshire, IL – Community & Economic Development

REQUIRED DOCUMENTS

• **Tent permit application – 1 set**
• **Flame resistant certificates – 4 sets**
  ○ Name and address of the tent owner(s) or air-supported structure(s).
  ○ Date the fabric was last treated with flame-resistant solution.
  ○ Type of chemical or industry trade name used in treatment.
  ○ Name of person or firm treating the material.
  ○ Name of testing agency and test standard by which the fabric was tested.
• **Site location plan – 4 sets**
  ○ The location of all tent(s) must be clearly shown on a site plan.
  ○ Details regarding the location of means of egress, interior seating capacity and layout, and any construction/electrical equipment must also be shown.

TENT PERMIT INFORMATION
(Do not submit pages 2 and 3 with application. Keep for your records.)

1. The location of all tent(s) on-site must be shown on a site plan. Details regarding the location of means of egress, seating capacity, construction, and all mechanical and electrical equipment must also be included.
2. Temporary tents or canopies less than 15,000 square feet in area shall not be located within 10 feet of property lines, buildings, other tents and canopies. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary tent or canopy.
3. Applicant/Installer shall securely fasten the tent to the ground by means of an approved method and sound engineering practice.
4. Tent fabric material shall be flame resistant by manufacturer with a permanent flame resistant certificate attached. The certificate shall show the following:
   - Names and address of the owners of the tent or air-supported structure.
   - Date the fabric was last treated with flame-resistant solution.
   - Trade name or kind of chemical used in treatment.
   - Name of person or firm treating the material.
   - Name of testing agency and test standard by which the fabric was tested.
5. Tents with side curtains capable of being closed shall have exit signs and emergency lights installed and located per the Fire Protection District requirements and subject to on-site inspection approval by same. Tent egress shall be subject to on-site inspection approval by the Building Department and Fire Protection District at the time of final inspection.
6. The Applicant shall call for a final inspection after all work is completed, prior to occupancy and use of the tent.
7. Tent(s) shall be removed upon expiration limit of the permit, which is valid for the specified time period only. Tents and/or canopies considered hazardous at the time of final inspection shall be removed in their entirety from the subject premises.
8. Fire extinguishers shall be installed and located per the direction of the appropriate Fire Protection District inspector. Two extinguishers minimum are required per tent or canopy.
9. The width of means of egress shall not be less than 44 inches.
10. Heating equipment, if used, shall be installed in accordance with the International Mechanical Code and the International Fuel Gas Code, and shall be approved by the Building Inspector prior to installation.
11. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials (i.e., wood decks).
12. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or canopy.
13. Where cooking is performed inside the tent, there shall be a minimum of 20 foot separation from any other tents or canopies.
14. Electrical installation shall conform to NFPA 70. Cables on the ground shall have approved covers or placed in trenches.
15. Smoking inside tents is prohibited. Approved "NO SMOKING" signs shall be posted in a conspicuous location.

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Additional Requirements for Commercial Tent Installations
(2018 International Building Code, 2018 International Fire Code, 2006 NFPA 101, and Life Safety Code)

1. Fire apparatus access roads, an unobstructed width of not less than 20 feet with vertical clearance of not less than 13 feet 6 inches, shall be provided and maintained during the duration of events (IFC Section 503).
2. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities (IFC Section 503.2.3).
3. Fire apparatus access roads shall not exceed 150 feet (IFC Section 503.1.1).
   Exception 1 - The building is equipped throughout with an approved automatic sprinkler system installed in accordance with International Building Code and International Fire Code.
   Exception 2 - Provided with an approved area for turning around fire apparatus.
4. Temporary membrane structures, tent canopies, air-supported or air-inflated structures shall not be located within 20 feet of property lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy (IFC Section 3103.8.2).
   Exception 1 - Not used for cooking and aggregate floor area does not exceed 15,000 square feet.
   Exception 2 - When all of the followings are met:
      2.1. The aggregate floor area not exceed 10,000 square feet.
      2.2. The aggregate floor area shall not exceed the allowable floor area as indicated in the International Building Code.
      2.3. Required means of egress are provided for both building and temporary structures.
      2.4. An approved fire apparatus access roads are provided.
5. Exits shall be spaced at approximately equal intervals around the perimeter of the tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure, or canopy (IFC Section 3103.12.1).
6. The width of means of egress shall not be less than 72 inches (IFC Section 3103.12.2).
7. The width of aisles without fixed seating shall be not less than 44 inches. The arrangement of aisles shall be subject to approval by the code official at the time of inspection and shall be maintained clear at all times during occupancy (IFC Section 3103.12.5).
8. Exit signs shall be installed at required exits when serving an occupant load of 50 or more. Exit signs shall be of an approved self-luminous or shall be internally or externally illuminated (IFC Section 3103.12.6).
9. Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied (IFC Section 3103.12.7).
10. The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet. The surface of means of egress shall be maintained in an approved manner (IFC Section 3103.12.8).