

VILLAGE OF PALATINE 2020 TEMPORARY STRUCTURE PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT
Building & Inspection Division, 200 E. Wood St, Palatine, IL 60067

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
YOU MUST SUBMIT A PAPER COPY OF THIS APPLICATION AND 3 SETS OF SUPPORTING DOCUMENTS.
ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

SECTION 1 – GENERAL INFORMATION

APPLICANT/EVENT INFORMATION

Name of Applicant		Phone Number
Email	Address	
Name of Event	Event Date(s)/Time(s)	
Event Address		
Number of Tents/Sizes (if applicable)		

TEMPORARY STRUCTURE INFORMATION

Do you have any tents equal to or greater than 800 square feet? Yes No

If yes, a permit is required. Please see submittal requirements for permit submission information.
If no, a permit is not required; however you are still required to comply with all manufacturers installation requirements.

Will a stage or other temporary structure **taller than two (2') feet** or 24 inches be constructed? Yes No

If yes, a permit is required. Please see submittal requirements for permit submission information.

Will a temporary electrical system (includes use of a generator 6500 watts or more) be installed? Yes No

If yes, a permit is required. Please see submittal requirements for permit submission information.

Please answer the following questions:

Will the tent have sides?	_____ Yes	_____ No
Will you be using heaters?	_____ Yes	_____ No
Will the tent be secured using stakes or concrete weights? (Water barrels are not permitted)	_____ Stakes	_____ Concrete Weights

SUBMITTAL REQUIREMENTS

For temporary structures requiring a permit the following MUST be submitted along with this application:

- 3 copies of site Plan or aerial photo (See Pg.3 for Requirements)
- 3 copies of the flame retardant certificate. The certificate shall be from an approved agency, indicating that the tent material is flame retardant per NFPA 701. The tent shall have a permanently affixed label indicating size, fabric and material type. (this should be provided to you by the rental company)
- 3 copies of CURRENT manufacturer's specifications for stage (must adhere to current Village Code)
- 3 copies of manufacture cut sheets for anchoring of tents and stake/concrete weight layout.
- Seating Table layout. For tents with sides, exits must be shown. Please include dimensions of exits and aisles.
- 3 copies of manufacturer's specification sheets for heaters to be used.
- Applicant signature on page 2.

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SECTION 2 – CONTRACTOR INFORMATION

TENT COMPANY (REQUIRED)

Name of Tent Company

Contact Person

Company's Address

Company's Phone Number

Company's Email

ELECTRICAL CONTRACTOR (if applicable)

Name of Electrical Contractor

Contact Person

Contractor's Address

Contractor's Phone Number

Contractor's Email

STAGE COMPANY (if applicable)

Name of Stage Company

Contact Person

Company's Address

Company's Phone Number

Company's Email

SECTION 3 – INSPECTION REQUIREMENTS

Stage and Tent Inspections: Call the Fire Prevention Bureau at (847) 359-9029

Electrical Inspections: Call the Building & Permits Division at (847) 359-9042.

Inspections are conducted Monday through Friday 8:30 a.m. to 3:00 p.m. only

*You must call to schedule inspections at least 72 hours in advance. Please have all structures ready for final inspections a minimum of two (2) hours prior to the event start time.

SECTION 4 – 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 requirements and potential fees associated with the review, inspection, and future approval of the work described herein are my responsibility. I also acknowledge that by signing this Temporary Tent Permit Application, I am waiving the Village of Palatine of all liability and take full responsibility for the health, safety, and well-being of all event attendees.

Signature: _____

Date: _____

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SITE PLAN REQUIREMENTS

The following information must be included on ALL site plans:

1. Location and dimensions of all temporary structures (tents, stages, etc.)
2. Location of power supply and/or generator(s) (if applicable)
3. Location of overhead power lines, traffic and fire lanes, adjacent structures and parking
4. The interior furniture/seating layout
5. Location of unobstructed exits and aisles
6. Location of emergency lighting
7. Whether the tent will have siding
8. Location of exit signs
9. Location of safety measures such as bollards to separate the parking from the tent
10. Stake/concrete block layout

REGULATIONS

Placement

1. Tents shall be placed a minimum of 20 feet away from other structures (if used for cooking), lot lines, parked vehicles, generators and other tents.
2. Membrane structures erected on buildings, decks or balconies shall be required to apply for a standard building permit and conform to International Building Code (IBC) Section 3102.

Occupant Load

1. Occupant load shall be calculated at one person per 7 square feet of aisle space if displays are set up. If the area is open and chairs are to be used, the entire area would be calculated at 7 square feet per person. When tables and chairs are being used, the occupant load is figured at 15 square feet per person.

Exit Requirements

1. Required means of egress shall remain unobstructed.
2. Number of remote exits: 0 - 199 people = 2 exits, 200 - 499 people = 3 exits, 500-999 people = 4 exits.
3. There shall be at least one aisle, which must be a minimum of 44 inches wide, leading to an exit.
4. Any guide ropes crossing a means of egress must be higher than 8 feet from the ground.
5. Exit ways shall discharge to a clear area remote from the tent and be a minimum of 72" wide.
6. Means of egress shall be properly illuminated by natural or artificial light, or a combination of both.
7. If the tent is used when no natural light is available, emergency lighting shall be provided whenever the occupant load is 100 or more persons (an electrical inspection will then be required).
8. Exit signs shall be posted if occupant loads are greater than 100 persons.
9. Guide ropes and tent stakes shall be protected so they do not create a hazard to the public.
10. Exit openings shall be in conformance with the International Fire Code (IFC) Section 3103.12.2
 - o Flame resistant curtains shall be on a free sliding metal support, minimum of 80" above floor
 - o Curtains shall be of a color that contrasts with the tent color

Structural Requirements

1. Guide ropes must be provided for all side poles and main mast poles must be anchored. When a tent cannot be placed on a paved surface weight distribution pads shall be used under the main poles.
2. If staking the tent pole guide ropes is not possible concrete weights shall be used, in conformance with manufactures specifications, to secure the tent pole guide ropes.

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Occupant Safety Requirements

1. No smoking is allowed inside the tent and no smoking signs shall be posted.
2. "In the event of severe weather, evacuate tent and seek shelter" signs shall be posted in all tents requiring a permit.
3. Any cables on the ground that cross a required aisle or exit shall be properly protected with an approved tread device.
4. LP tanks shall be no closer than 10 feet to the tent. They shall be secured in an upright position and protected from vehicle traffic.
5. Refueling of equipment shall not be done inside the tent.
6. Heaters shall be approved by the Fire Prevention Bureau. Provide heater specification sheets if used.
7. No open flames or open flame devices will be allowed under the tent, with the exception of sterno food warmers.
8. No hay, straw, shavings, etc. shall be allowed inside the tent.
9. Fire extinguishers shall be present, readily visible and accessible, with a minimum 2A:10BC and placed within 75' travel distance from any point in the tent.

Cooking Requirements

1. There shall be no cooking allowed in the same tent that is being used for assembly or business purposes. The exception would be sterno type food warmers.
2. Tents provided for cooking purposes shall be a minimum of 10 feet from adjacent tents used for public assembly.
3. Proper fire extinguishers shall be provided per NFPA 10

Electrical Requirements (As Applicable):

1. Live parts of generators operated at more than 50 volts to ground shall not be exposed to accidental contact.
2. All cords shall be continuous without splices between boxes and cord connectors shall not be laid on the ground.
3. Boxes shall have no live parts exposed. Where mounted outdoors, boxes shall be weatherproofed and not less than 6" above ground.
4. All 125 volt 15 & 20 amp receptacles for personal use shall have UL listed ground fault protection. The ground fault protection (GFI) can be a part of the cord within 12 inches of the plug attachment. Egress lighting shall not be connected to the load side.
5. Generators shall be separated from tents by a minimum 20 feet for refueling purposes.