

**VILLAGE OF WILMETTE
COMMUNITY DEVELOPMENT DEPARTMENT
TENT PERMITS AND REQUIREMENTS**

Tent Permit Required

A tent permit is required for events that require a temporary use **and** are installing one or more tents in excess of 700 square feet if open sided or one or more tents in excess of 350 square feet if enclosed. Tents of any size for residential use do not require a tent permit if the tent will be up for five (5) days or less.

When a permit is required, please allow two to three weeks for permit review.

Contact Community Development at (847) 853-7550 if you are unsure if a permit is necessary and if you are unsure if your event requires temporary use approval. Please also see the temporary use handbook.

Building and Fire Codes

All tents installed within the Village are required to meet the relevant sections of the building and fire codes. These codes are attached for your reference.

Inspection of Tents

If a tent permit is required, the applicant must contact the Fire Department at (847) 251-1101 to schedule an inspection after the tent is installed but prior to it being occupied.

For tent installations that do not require a permit, the property owner may request an inspection by calling the Fire Department; however, an inspection is not required.

Duration of Tent Installation

Tents may be installed and on-site for no more than five (5) days, unless a temporary use has been granted for a longer period of time. Tents must be removed within two (2) days of the end of the event for which it was erected.

Tent Permit Application

An application will not be reviewed until the following items are provided:

1. Plat of survey and/or site plan to scale indicating:
 - Location of all existing structures and features (structures, trees, fences, etc)
Location, size, and height of the proposed tent(s)
 - Proposed setbacks between the tent and existing permanent features and lot lines
 - Vehicle entrances/exits and drive aisles on property
 - Location of all fuel storage and mechanical equipment (generators, heaters, coolers)
2. Written description of proposed tent, including:
 - a. Date of installation
 - b. Date of removal
 - c. Duration of event in which tent will be occupied
 - d. Proposed activities to take place inside tent (dining, reception, instruction)
3. Floor plan of tent(s) including:
 - a. Location of tables and chairs
 - b. Dimensions of egress paths and exit widths
 - c. Note (all exits shall easily walked through without any zippers or buttons)
 - d. Proposed occupancy of tent
4. Building permit application (Page A & C) including:
 - The name, address, and phone number of the tent company installing the tent
Please note: the contractor must have a Wilmette contractor's license before the permit may be issued.
 - Permit fee due at time of permit issuance. Consult current fee schedule for amount.

Tent Inspection

The Village will conduct inspections at initial setup as well as periodic inspections throughout duration of event.

Code Requirements

The following items are a partial checklist of the major code requirements, which are strictly enforced. Additional explanations of the following points can be found in codes referenced below:

1. Exits/Egress
 - a. All exits shall be properly marked and labeled
 - b. Two exits required for an occupancy loads of 10 to 199 people. Minimum width of each means of egress is 72"
 - c. Aisle width shall be a minimum of 36" and must provide sufficient capacity of occupants
 - d. Table separation shall be a minimum of 38" from tabletop to tabletop
 - e. Minimum egress routes shall be a minimum of 44"
 - f. Exit discharge (area outside of exit) must maintain a clear path away from tent.

2. Electrical
 - a. Electrical service protected by GFI (ground fault interrupters).
 - b. All electric shall be installed in a safe and proper manner, with no trip hazards
 - c. If electrical lighting is used, emergency lights and exit signs with battery backup are required
3. Heating Systems
 - a. Heating systems and portable heaters shall be installed in accordance with its listing and manufacture's installation instructions which are required to be on-site at all times for reference
 - b. All propane tanks shall be labeled, located in an approved location securely fastened in place to prevent movement and tampering and protected from damage by vehicles or other hazards
4. Fire Protection
 - a. Fire extinguishers (dry chemical ABC type) are required every 50' and shall be mounted on a stanchion or support post and be readily accessible
 - b. No flammable materials shall be stored in tent
 - c. "NO SMOKING" signs shall be posted
5. Flame Resistance and Structure:
 - a. All tent fabric must be flame resistant
 - b. Proof of fire resistive fabric is required. These certificates should be available from the tent supplier
 - c. Tent supplier must be able to certify that tents have been erected in accordance with manufacturer recommendations, industry standards, and code requirements.
 - d. Tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse
 - e. Tents shall not be tied down to Village owned property or equipment such as trees, street lights, benches or trash cans
 - f. The use of bungee or shock cords to anchor a tent is not permitted

Code References

2006 International Building Code
2006 International Fire Code
2006 NFPA 101 Life Safety Code
2005 National Electrical Code

TENT INSPECTION CHECKLIST

Location: _____ Date: _____

Flame Retardant Certificate Number: _____

No Smoking signs in place: _____

All exits marked (electric at night) _____

All exits clear and in sufficient number: _____

Three (3) feet clearance on all sides in the tent: _____

Proper spacing of corridors for movement of people in tent: _____

Cooking area clear of tent (20 feet): _____

Propane tanks secured: _____

Heating units three (3) feet from tent: _____

Electrical service protected by GFI: _____

Electrical cables protected from public exposure: _____

Lighting hung in compliance (six (6) feet from combustibles): _____

Fire extinguishers in place and in sufficient number: _____

Tent stakes and hold down ropes marked or protected in egress area _____

Comments: _____

Owner Signature: _____

Tent Contractor Signature: _____

Fire Marshal Signature: _____