

# VILLAGE OF PALATINE TEMPORARY STRUCTURE PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 30 DAYS PRIOR TO THE EVENT  
Building & Inspection Division, 200 E. Wood St, Palatine, IL 60067 Fax: 847-776-4733 E-mail: village@palatine.il.us

**INSTRUCTIONS:** PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

## SPECIAL EVENT PERMIT APPLICATION MUST BE ATTACHED TO THIS PERMIT APPLICATION

### TEMPORARY STRUCTURE COORDINATOR/APPLICANT INFORMATION

Name of Coordinator/Applicant		Email	
Coordinator Address		City	Zip
Phone Number	Cell Phone Number	Fax Number	

### GENERAL INFORMATION

Are all tents less than 20'x40' or 800 square feet and accommodate less than 100 people?  Yes  No **If yes, complete Section 1.**

Do you have any tents greater than 20'x40' or 800 square feet and accommodate more than 100 people?  Yes  No **If yes, complete Section 2.**

Will a stage be constructed of a height in excess of 24 inches (2 feet)?  Yes  No **If yes, complete Section 2.**

Will temporary electrical system be installed?  Yes  No **If yes, complete Section 2.**

Will any other temporary structure be constructed?  Yes  No **If yes, complete Section 2.**

### SECTION 1 - TEMPORARY STRUCTURE INSPECTION WAIVER

Section 1 - Temporary Structure Inspection Waiver is only for events with all tents less than 20'x40' or 800 square feet and accommodate less than 100 people and no other structures or electrical will be constructed.

### SECTION 1 - TENT SUPPLIER INFORMATION

Name of Tent Supplier (if applicable)		Contact person from Tent Supplier	
Tent Supplier Address		City	Zip
Phone Number	Cell Phone Number	Fax Number	

### SECTION 1 - ACKNOWLEDGEMENT/SIGNATURE

**By signing this application, I certify that the information provided in the application and in Section 1 is correct and I acknowledge having read and understood the information contained in this application and requirements and in the Special Event Overview Packet. I understand that it is my responsibility to adhere to all applicable codes, ordinances, laws and the conditions contained in the Temporary Structure Permit approval.**

\_\_\_\_\_  
Signature of Coordinator/Applicant

\_\_\_\_\_  
Date

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## SECTION 2 - FULL TEMPORARY STRUCTURE PERMIT APPLICATION

Section 1 - Temporary Structure Inspection Waiver is only for events with all tents less than 20'x40' or 800 square feet and accommodate less than 100 people.

### SECTION 2 - TENT SUPPLIER INFORMATION (if applicable)

Name of Tent Supplier		Contact person from Tent Supplier	
Tent Supplier Address		City	Zip
Phone Number	Cell Phone Number	Fax Number	

### SECTION 2 - ELECTRICAL CONTRACTOR INFORMATION (if applicable)

Name of Electrical Contractor		Contact person from Electrical Contractor	
Electrical Contractor Address		City	Zip
Phone Number	Cell Phone Number	Fax Number	

### SECTION 2 - GENERAL CONTRACTOR INFORMATION (if applicable)

Name of General Contractor		Contact person from General Contractor	
General Contractor Address		City	Zip
Phone Number	Cell Phone Number	Fax Number	

### SECTION 2 - REQUIRED SUBMITTED INFORMATION

- \* A site plan showing the tent dimensions, location, and electrical details. See attached example diagram.
- \* Copy of Certificate of Fire Retardancy for tent

### SECTION 2 - INSPECTION REQUIREMENT INFORMATION

Please call the Building Division at (847) 776-4745 for electrical inspections – at least 24-hours in advance to schedule an inspection.  
Please call The Fire Prevention Bureau at (847) 359-9029 - at least 24-hours in advance to schedule an inspection.  
You must be ready for final inspections a minimum of 2 hours prior to the event start time.

### SECTION 2- ACKNOWLEDGEMENT/SIGNATURE

**By signing this application, I certify that the information provided in the application and in Section 2 is correct and I acknowledge having read and understood the information contained in this application and requirements and in the Special Event Permit Application Packet. I understand that it is my responsibility to adhere to all applicable codes, ordinances, laws and the conditions contained in the Temporary Structure Permit approval.**

Signature of Coordinator/Applicant

Date

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## SECTION 2 - SITE PLAN

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# VILLAGE OF PALATINE

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### REQUIREMENTS FOR A TEMPORARY TENT, STRUCTURE, ELECTRICAL

#### Site Plan

- A site plan showing where the tent will be located on the property shall be submitted for review.
- The plan shall indicate the following items: overhead power lines, traffic and fire lanes, and adjacent structures as well as location of power supply and/or generator.
- Tent placement shall be a minimum of 20 feet from other structures.
- Excess combustibles and vegetation under the tent and within 10 feet of the tent should be cleared.
- A plan of the interior furniture layout must be submitted for review and approval prior to occupancy.

#### Occupant Load

- Occupant load shall be figured 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. Tents that are large enough to have an occupant load of 100 persons will be required to have an inspection by the Fire Prevention Division and Community Services Division before the final approval for use can be granted. Typically this would be any single tent that measures, at a minimum, 20' X 40', or 800 square feet.

#### Exit Requirements

- Required means of egress shall remain unobstructed.
- Number of remote exits: 0 - 500 people = 2, 500 - 1000 = 3, > 1000 people = 4.
- There shall be at least one aisle, which is a minimum of 44 inches wide leading to an exit.
- Any guide ropes crossing a means of egress must be higher than 7 feet from the ground.
- Exit ways shall discharge to a clear area remote from the tent.
- Means of egress shall be properly illuminated by natural or artificial light, or a combination of both.
- 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.)
- Exit signs shall be posted if occupant loads are greater than 100 persons.
- Guide ropes and tent stakes shall be protected so they do not create a hazard to the public.
- There shall be a minimum of 10 feet between stake lines and required exits.

#### Structural Requirements

- Guide ropes must be provided for all side poles and main mast poles must be anchored. When a tent can not be placed on a paved surface weight distribution pads shall be used under the main poles.
- 25% of side pole guide ropes should be doubled.
- If staking the tent pole guide ropes is not possible, barrels with a minimum capacity of 45-gallons, filled with water or other similar type of weight shall be used to secure the tent pole guide ropes.
- A certificate, from an approved agency, indicating that the tent material is flame retardant must be submitted. This can be provided to you by the rental company.

#### Occupant Safety Requirements

- No smoking is allowed inside the tent and no smoking signs shall be posted.
- Any cables, on the ground, that cross a required aisle or exit shall be properly protected with an approved tread device.
- All electric shall be protected from the public.
- 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.
- Refueling of equipment shall not be done inside the tent.
- Heaters shall be approved by the Fire Prevention Bureau.
- No open flames or open flame devices will be allowed under the tent, with the exception of sterno type devices.
- No hay, straw, shavings, etc shall be allowed inside the tent

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### **Cooking Requirements**

- 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.
- Tents provided for cooking purposes shall be a minimum of 10 feet from adjacent tents used for public assembly.

### **Electrical Requirements (As Applicable):**

- A site map showing how electric is supplied shall be submitted for review. Locate the generator on map or show location of power outlets being used.
- Live parts of generators operated at more than 50 volts to ground shall not be exposed to accidental contact by unqualified persons.
- All cords shall be continuous without splices between boxes and cord connectors shall not be laid on ground.
- Boxes shall have no live parts exposed where mounted outdoors boxes shall be weatherproofed and not less than 6" above ground.
- All 125 volt 15 & 20 amp receptacles for personal use shall have UL listed ground fault protection. The 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 of a GFI.

### **Sample Site Plan:**

This diagram is a partial example of what you need to submit.

- Locate and dimension all tents.
- How is your tent secured to the ground?
- Indicate if tent sides will be used.
- Locate your unobstructed exits and emergency lighting.
- Locate your source of electric power.
- If you are using a stage, provide its location & dimensions.
- Provide drawings showing the construction of the stage.
- Locate all parking places and unobstructed lanes for emergency personnel. (as applicable)