



Community Development Department  
2 Community Boulevard • Wheeling, Illinois 60090  
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## TEMPORARY STRUCTURES

- Construction Trailers (the trailer needs to be placed on the construction site)
- Sales Trailers (the trailer needs to be placed on the site under development)
- Storage Trailers – to be used for remodeling or expanding a building or space only (the building or space being remodeled or expanded needs to be under a permit for construction)
- Tents or Trailers for a special event (the event shall not exceed 180 days total)

The above items along with the stated restrictions shall be considered to be temporary structures.

The following needs to be submitted before a permit can be issued.

1. A completed Building Permit Application.
2. A copy of a Plat of Survey or a Site Plan showing the desired location and size of the structure along with information indicating how the power will be supplied to the trailer (if applicable).
3. A letter stating the intended use along with the date that the structure will be placed on site. Plus the date that the structure will be removed from the site.
4. An acknowledgement in the letter that it is understood that if the temporary structure remains up after the time limit that the owner of both the property and the structure will be found in violation of the Municipal Code of The Village of Wheeling. Unless they receive written permission for an extension of the time limit. (The extension of time may be given once only, and not to exceed 180 days.)

The only exception to the above will be for the issuance of a **Temporary Tent Structure**, for a one week duration. In which case the following must be met:

- A completed Building Permit Application, stating the dates that the tent will be up.
- A letter stating the intended use along with the date that the structure will be placed on site. Plus the date that the structure will be removed from the site.
- A certification that the tent is either made of flame retardant material, or has been treated with a flame retardant material.
- A copy of a Plat of Survey or Site Plan showing where the tent will be located.
- A letter from the property owner stating the intended use of the tent and whether any food or alcoholic beverages will be served.
- If electric is needed, indicate how the electric will be brought to the tent (i.e. extension cords, temporary generator etc.).

The above conditions need to be met to comply with the requirements for a temporary structure. Otherwise the structure will be treated as a permanent structure, and subject to the regulations of a permanent structure.

**FEES:** A permit fee for a temporary structure (for construction, sales or storage) is: \$42.00.  
A permit fee for a temporary trailer (for special events) is: \$30.00.  
A permit fee for a temporary tent (for special events) is: \$30.00.  
If electrical power is needed, an additional fee of \$42.00 will be added.