

	Village of Carol Stream 500 N. Gary Avenue, Carol Stream, Illinois 60188			
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Permit Submittal Checklist and Process Temporary Tents

Note to applicants:

This handout is intended to assist applicants through the permit process for a temporary tent or canopy, and to identify the circumstances in which a permit is required. If a permit is required, then all items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “Helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Definitions:

TENT: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.

Permit required:

- A building permit is required for a tent unless it complies with the following:
 - The area of a tent having sidewalls or drops is equal to or less than 400 square feet; **or**
 - The tent is open on all sides **and** the area is equal to or less than 700 square feet.
- Please note:
- Any tent proposed for permanent installation requires a building permit.
 - Any tent used exclusively for recreational camping does not require a building permit.

Items needed for a complete permit application:

- A completed Commercial Permit Application (or apply online: carolstream.org).
- One set of the plans for the proposed work. See the “Helpful tips” section below for permit requirements and an explanation of the information that must be provided on the plans.
- The temporary tent permit fee of \$250, payable when permit application is submitted.

Helpful tips:

- The plans and information submitted must comply with the requirements of the adopted International Building Code, International Fire Code and the Village’s adopted local amendments thereto. Three sets of plans, drawn to scale, must be submitted. The plans must be sufficiently detailed and dimensioned so as to clearly show the scope of work, and must include information as

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to the size and type of materials proposed to be used. The plans and information must include the following:

- A detailed floor plan of the tent indicating the location of tables and aisle widths.
 - A site plan indicating the location of the tent and the distances to buildings and other structures. (The tent must be a minimum of five feet from other buildings or structures).
 - The number of occupants anticipated to be in the tent. If there are fewer than 49 occupants, then the tent is allowed to have one means of egress. If there are from 50 to 200 occupants, then two means of egress are required. If there are from 200 to 500 occupants, then three means of egress are required.
 - Aisle dimensions. (The main aisle width to the means of egress must be a minimum of 44 inches.)
 - A copy of the flame spread rating certificate. (The tent must be made of a flame-resistant material.)
 - Information as to how the tent is to be secured and anchored to withstand elements of weather and prevent against collapsing.
 - Indication as to whether cooking and/or heating equipment will be provided. If so, then the location of the cooking equipment must be marked on the site plan. The equipment must be a minimum of 10 feet from the exits or combustible material.
 - Indication as to whether a generator will be used to provide power to the tent area. If so, then the location of the generator must be marked on the site plan. The generator must be a minimum of 20 feet from the tent material and must be isolated from contact by the public.
- The plans and information must also include the following:
- Locations of exit signs, which must be placed over the doorways, and emergency lighting, which must illuminate defined paths of egress. Exit signs and emergency lighting must be illuminated and have a 90 minute back-up power source.
 - Fire extinguishers must be located near the exits.
- If signage associated with the tent event is planned, then a sign permit is required. Signage is limited to a maximum of 32 square feet in area.

Inspections (24-hour advance notice required for inspection scheduling):

- The applicant or contractor must call the Community Development Department for a **final inspection** once the tent is erected and **before** occupancy or use.

**Contact the Community Development
Department at (630) 871-6230 if you have any questions
regarding the building permit or inspection process.**

