



Tent/ Canopy Permit Application

15440 SOUTH CENTRAL AVENUE, OAK FOREST, ILLINOIS 60452-2195
 708.687.4050 x1040 ▪ FAX 708.687.1179 ▪ WWW.OAK-FOREST.ORG

APPLICATIONS AND SUPPORTING DOCUMENTATION MAY BE EMAILED TO:
mpeters@oak-forest.org AND cweisenberger@oak-forest.org

PERMIT #:	EXPIRATION DATE:
REQUIREMENTS:	
Application: Submit application packet to Building Department at least 14 days prior to tent/ canopy installation.	
Site Plan: Provide copy of detailed site plan showing location of tent on property.	
Floor Plan: Provide copy of detailed floor plan for seating, exits, fire extinguisher, electric/ heating locations.	
Certificate of Flame Resistance: Provide Certificate of Flame-Resistance showing tent material and any other fabric/ drapery is made from a flame-resistant fabric or has been treated with a flame-retardant chemical.	
Flame Spread Rating Information: Provide flame-spread rating information for ceiling and/ or wall decoration materials.	
Snow Load Information: Provide snow load information and/ or documentation of structural stability.	
Heater Units: Provide details for heater units	
MUST INCLUDE LANDLORD PERMISSION LETTER IF SPACE IS BEING LEASED.	
MINIMUM PERMIT FEE IS \$100	
BUSINESS NAME	PHONE
APPLICANT NAME	PHONE
TENT/ CANOPY ADDRESS	
REASON FOR EVENT	
TYPE OF PROPERTY <input type="checkbox"/> Owns Property <input type="checkbox"/> Renting Property	
DATES OF USE	FROM _____ TO _____
HOURS OF OPERATION	FROM _____ TO _____
NUMBER OF TENTS	_____
NUMBER OF PARTICIPANTS	_____
ELECTRICAL/ HEALTH INFORMATION	
WILL THERE BE AN ELECTRICAL INSTALLATION (HOOK-UP/ GENERATOR)? YES / NO	
WILL THERE BE FOOD SERVED? YES / NO	

FEE SCHEDULE

<i>Tent/ Canopy Permit Fee</i>	\$100
<i>Retainer</i>	\$100
<i>Electrical Permit/ Inspection (if required)</i>	\$55
<i>Health Permit/ Inspection (if required)</i>	\$50
<i>Re-inspection Fee</i>	\$50



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I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked. I also understand that all tents/ canopies be in compliance with the City of Oak Forest Codes and Ordinances and the statutes of the State of Illinois.

Applicant Signature

Date

Reviewed and approved by:

Building Official

Date

CONDITIONS: _____

REQUIRED FEES - OFFICE USE ONLY

Building Permit Fee _____

Inspection Fee _____

TOTAL FEES: _____

PERMIT PAYMENT: CK# _____ Cash / CC

AMOUNT PD: _____ DATE PD: _____

REQUIRED INSPECTIONS

CALL 708-687-4050 x1040 TO SCHEDULE INSPECTIONS

24 HOUR NOTICE REQUIRED FOR ALL INSPECTIONS

\$50 FOR FAILED INSPECTIONS

Temporary Assemblies and Tents

Temporary indoor or outdoor assemblies and temporary use of tents in excess of 200 square feet or canopies in excess of 400 square feet are allowed with a canopy/tent permit. For the purpose of this handout, the term “tent” shall include canopies, temporary membrane structures and air supported or air inflated structures

Canopies/Tents may be erected for a total of 6 weeks during the calendar year. Use can be one-time or multiple but not to exceed 6 weeks. Each separate installation requires a separate permit and fee. Tent installations for City-sponsored events (Fleadh) do not count toward 6 week total. Tents must be disassembled within 3 days of event/permit expiration.

General Requirements

- When more than 200 loose seat, folding chairs or similar seating is provided, chairs must be bonded together in groups of not less than three. This is not necessary for seating around tables.
- Portable fire extinguisher must be provided. Typically, a 2A-10BC rated fire extinguisher shall be provided for every 3,000 square feet of floor space and within 75 feet of travel. The extinguisher must be serviced and tagged annually.
- “No Smoking” signs shall be posted in conspicuous locations in all tents.
- Combustible materials such as hay, straw, corn stalks, wood shaving, sawdust and similar material shall not be located in a tent containing assembly occupancy. **Exception:** Materials necessary for the daily feeding and care of animals and materials that are kept damp.
- Combustible trash shall be removed from tents as needed and at end of business day.
- Tents shall not be located within 20 feet of lot lines, structures, other tents, parked vehicles or internal combustion engines unless approved by fire department.
- Fireworks are not permitted within 100 feet of tents.
- Vegetation and waste materials shall be kept a minimum of 30 feet from tent.
- Flammable liquids shall be stored not less than 50 feet from tent.
- Generators shall be at least 20 feet from tents and secured from public access.
- Occupancy loads will be determined by the Fire Department. It is the responsibility of the owner to post the certificate inside the structure.
- Tent company/installers are responsible to call J.U.L.I.E. for utility location prior to installation.

Heating and Cooking

- Heating and cooking equipment installation may require separate permit and review.
- Heating and cooking equipment shall not be within 10 of exits or combustible materials.
- Outdoor cooking shall not be performed within 20 feet of tent.
- LP gas must be secured outside of a tent with the following separations:
 - Containers 500 gallons or less – 10 feet
 - Containers more than 500 gallons – 25 feet
- All heating equipment shall be approved for tent application with human occupancy.
- All heating equipment must be approved by the Fire Department.

Electrical Requirements

- An electrical permit is required for all temporary electrical installations.
- All electric equipment, installations, fixtures shall meet 2008 NEC requirements (with local amendments)
- All exterior electrical equipment and wiring shall be GFCI protected and listed for outdoor use.
- All extension cords shall be 3-wire ground type; free of splices and protected from foot traffic.
- Only listed power strips with circuit breaker protection are allowed as multi-plug adapters.

Exits

- No exit may be blocked or obstructed. Clear paths to the exit must be maintained.
- All tents shall have a minimum of two exits.

Exit Signs

- Exit signs shall be installed at all required exit openings on tents or canopies when the occupant load is 100 or more. (Example: A tent or canopy 1500 square feet or larger would have an occupant load of 100 and require exit signs to be posted at the exits)
- Exit signs shall be internally or externally illuminated at all times.
- Illuminated exit signs for structures with occupancy of 100 or more shall be lit from two separate circuits. Illuminated exit signs for structures with an occupant load of 300 or more shall be lit from two separate sources of power, one of which shall be an approved emergency system.
- Externally illuminated exit signs shall have plainly legible letter not less than 6 inches high.
- Exit signs shall be posted where necessary to indicate the direction of egress when the occupant load is 100 or more.

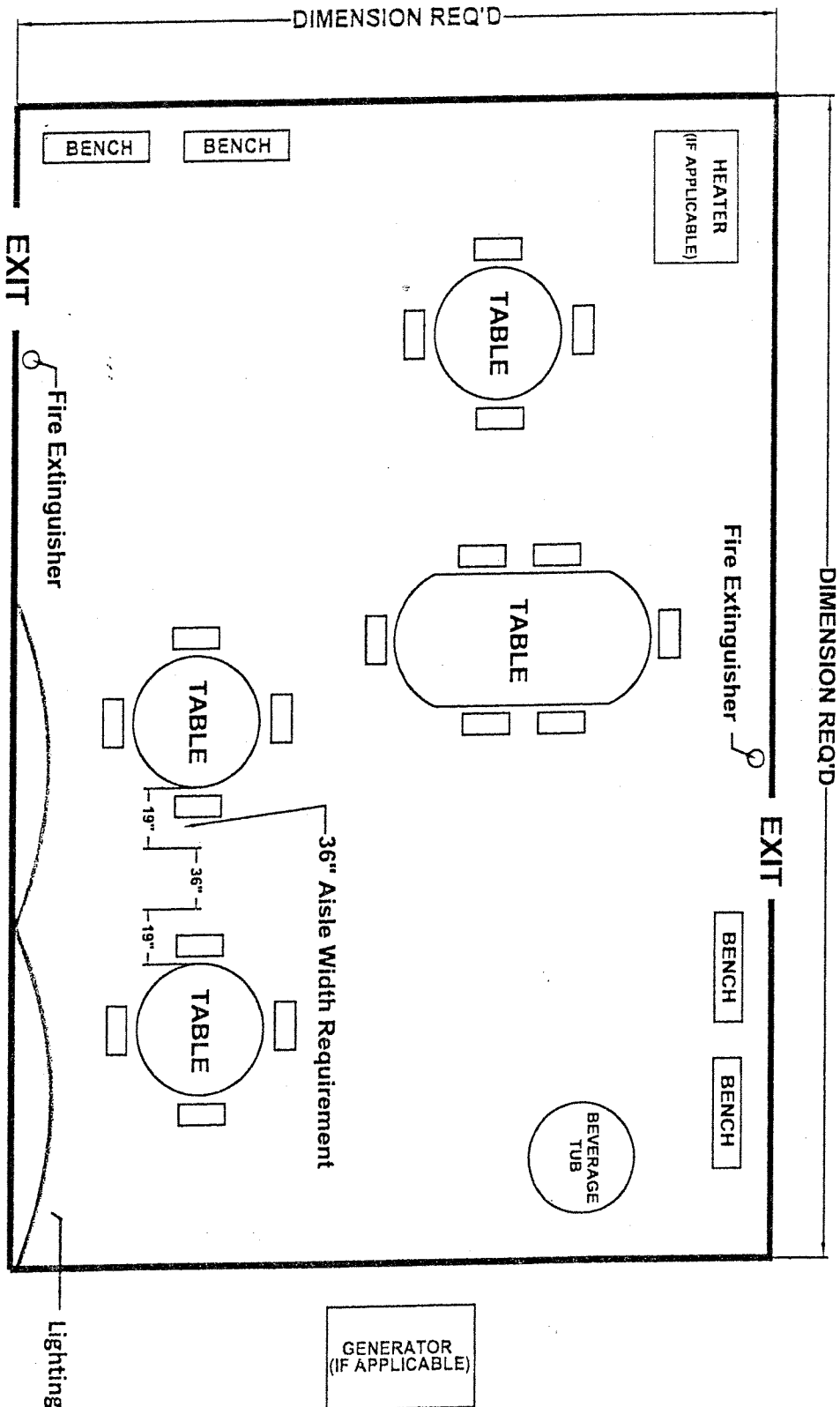
Emergency Lighting

- Emergency lighting is required in tents and canopies when the occupant load is 100 or more.
- Power for an emergency lighting system shall be provided by an emergency electrical system capable of providing power for 90 minutes.

Inspections Required

- Tent or Canopy shall not be occupied prior to Fire and Building Department inspection and approval.
- Separate electric and health inspections are required if deemed necessary.
- Additional inspections may be required if event runs more than one day.
- A failed inspection will require a re-inspection. A \$50 re-inspection fee is required prior to scheduling of the re-inspection.
- Fire watch personnel may be required at the discretion of the Fire Department at a fee of \$40 per hour.

EXHIBIT

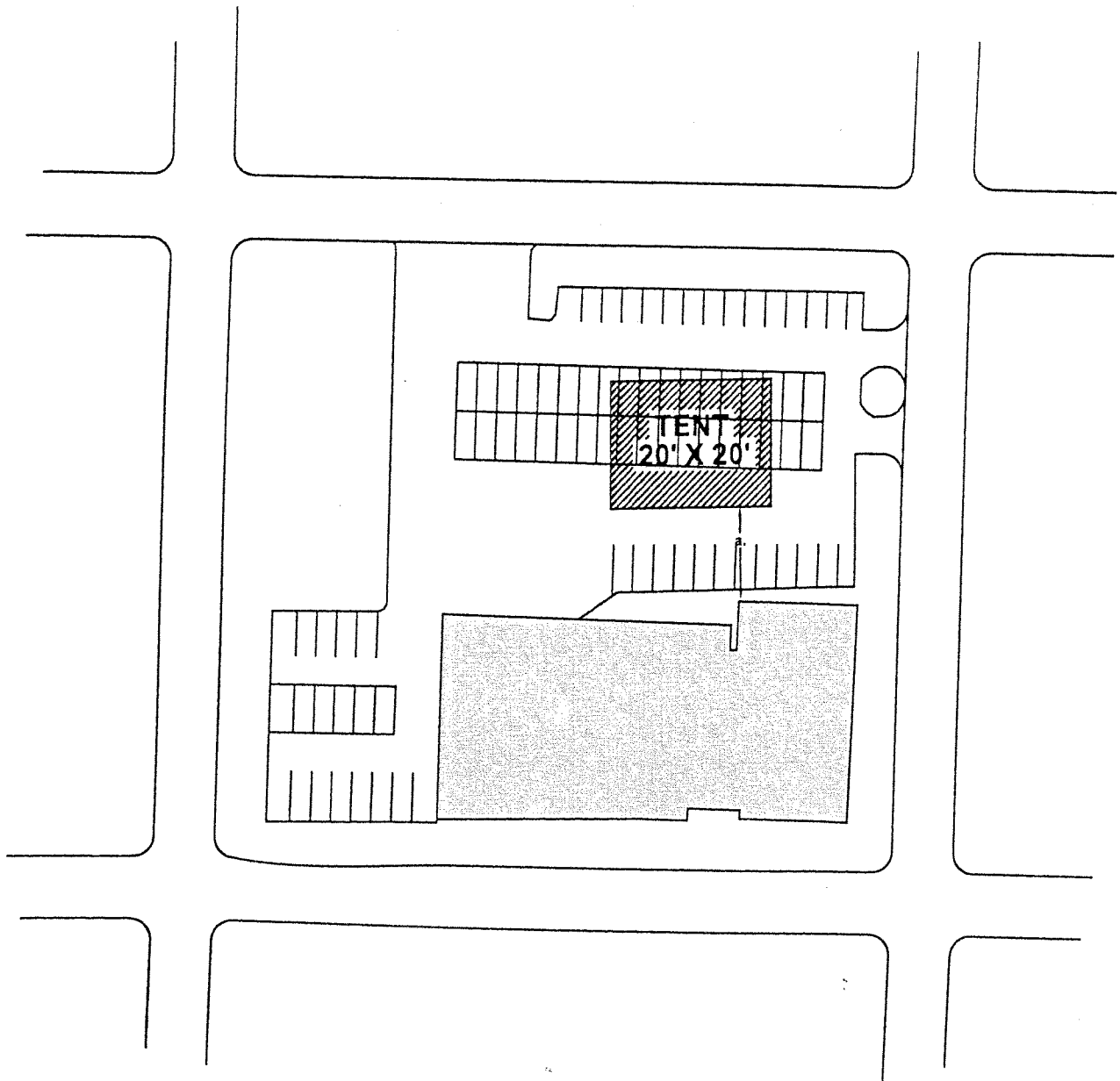


TENT SEATING PLAN

- All exits shall remain open during hours of operation.

A. Occupant Load _____

EXHIBIT



a. Distance from the building to the tent _____

b. Number of parking spaces covered by tent _____

SITE PLAN / PLAT OF SURVEY

EXHIBIT A

Certificate of Flame Resistance



REGISTERED APPLICATION NUMBER

ISSUED BY
Academy Tent & Canvas
5035 Gifford Ave.
Los Angeles, CA 90058
(323) 277-8368

Date tested or manufactured
02/08/2002

This is to certify that the materials described below hereof have been flame retardant treated (or are inherently nonflammable).

FOR _____ CITY _____ STATE _____ ADDRESS _____

Certification is hereby made that: (Check "a" or "b")

(a) The articles described below this certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used Chem. Reg. No.

Method of application
The articles described below hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use; Fabric has been tested and passes

NFPA 701-96. VNTL Reg. No.

(b) Trade name of flame-resistant fabric or material used
The Flame Retardant Process Used ... Will Not ... Be Removed by Washing
(will or will not)

Name of Applicant or Production Superintendent _____ By _____ Title _____

FLAME SPREAD CERTIFICATE