

Community Development Department Building Division

255 E. Wilson Avenue
Lombard, IL 60148

Online Portal: www.villageoflombard.org/onlinepermits

Tel: 630-620-5750 Fax: 630-629-2374

Tent Permit Handout

-A Permit is Required Before Any Work Begins-

TO GET YOUR PERMIT FASTER APPLY ONLINE AT: WWW.VILLAGEOFLOMBARD.ORG/ONLINEPERMITS

ONLINE REQUIREMENTS:

- **Go to our online portal at: www.Villageoflombard.org/onlinepermits**
 - ✓ Create a username and password
- **Copy of Plat of Survey/Site Plan**
 - ✓ Must show locations(s) where tent(s) will be installed including distance from the building to the tent and number of parking spaces covered by the tent.
- **Tent Seating Plan**
 - ✓ Must indicate dimensions and occupant load. All exits shall remain open during hours of operation. A picture or drawing should be uploaded into **ONE pdf**.
- **Certificate of Flame Resistance**
- **Copy of Tent Contractor's Agreement (If Available)**

PAPER APPLICATIONS: THE REVIEW PROCESS WILL TAKE LONGER WITH PAPER APPLICATIONS

- **If you are unable to go online, you can submit your permit using a manual paper permit at the Village Hall**
 - ✓ Lobby hours available for walk-ins: Monday – Thursday
8:30 AM – 4:00 PM

**Your permit cannot be submitted or processed
without ALL of the above items.**

Temporary Tents Under 400 Square Feet

1. Tents installed as part of the outside seating must be weighted down to withstand the wind load. See manufacturer's listing. **Note:** All tents not able to withstand our maximum wind speed for our areas per the Building Code of 105 MPH (require 15 LBS per square foot of tent), would need to come down when winds exceed 30 MPH. All temporary tents under 400 square feet need to be weighted to withstand at least the 30 MPH wind speed.

Example: A 10' x 10' tent needs to have 2 LBS per square foot, so $10 \times 10 = 100$ square feet x 2 LBS = 200 LBS for a 10' x 10' tent. These are general guidelines, so each tent manufacturer's listing should be used.

2. Method used to secure tent to the ground. If the tent is being staked, provide a staking diagram from the manufacturer. If it is going to be secured by a heavy weight (such as a filled barrel of water), provide details and specifications.
3. The tent must be no closer than 10' from any other structure on the lot.
4. Tents required to have a minimum of one foot of candle lighting either through natural light or artificial. If electricity is to be added to any tent, it is to be from GFI (ground fault interrupter) type electric outlet. Cords to be protected/covered with approved cord protectors at walkways, etc. If a generator is used it must be 10 feet away from the tent, generator exhaust pointed away from tent, and fuel can storage away from generator and tent.

Note: No tent can be powered from electric in the public right of way (no plugging into tree vaults, etc.).

5. **No propane heaters to be used inside any tent.** Only approved electric heaters plugged into a GFI electric outlet with cords protected from physical damage can be used, or approved tent heaters that are placed outside the tent and blow air into the tent (the use of tent heaters will require an inspection by the Lombard Fire Prevention Bureau).
6. No Smoking signs shall be visibly posted.

Temporary Tents Over 400 Square Feet

1. Tents over 400 square feet shall meet all provisions of the International Fire Code (must have fire retardant certificate installed, two exits minimum, must meet the 15 LBS per square foot of tent weighting requirements or according to tent manufacturer's listing, etc.).
2. Copy of certificate of flame proofing for tent(s). (See FIGURE 1).
3. Provide portable fire extinguishers to be mounted on mast or stay poles, visible for use, for each 2,500 square feet of floor space.
4. **No propane heaters to be used inside any tent.** Only approved electric heaters plugged into a GFI electric outlet with cords protected from physical damage can be used, or approved tent heaters that are placed outside the tent and blow air into the tent (the use of tent heaters will require an inspection by the Lombard Fire Prevention Bureau).
5. No Smoking signs shall be visibly posted.

It is the responsibility of the business taking the permit for any tents to ensure the tent is inspected daily to ensure it is in good condition, all straps are tight, weights are in place, and that no damage has occurred. Also, no tent shall remain in place during snow events unless the manufacturer states in writing the tent is listed to be in place with snow on the tent.

FIGURE 1: Example of Certificate of Flame Resistance

EXHIBIT A

FLAME SPREAD CERTIFICATE

FIGURE 2: Example Site Plan / Plat of Survey

EXHIBIT B

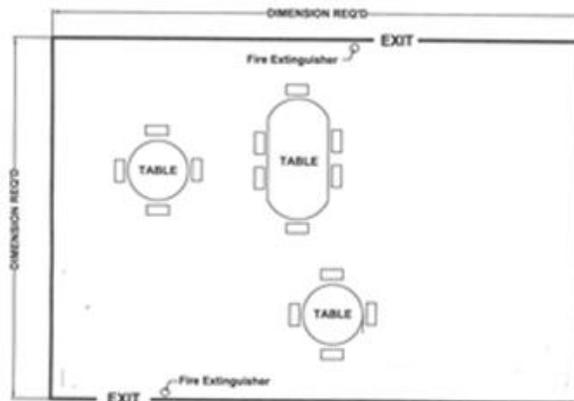


- a. Distance from the building to the tent _____
 - b. Number of parking spaces covered by tent _____
- Note: Tent must be, at minimum, 10 feet from building.

SITE PLAN / PLAT OF SURVEY

FIGURE 3: Example of Tent Seating Plan

EXHIBIT C



TENT SEATING PLAN

- All exits shall remain open during hours of operation.

A. Occupant Load _____