

VILLAGE OF MIDLOTHIAN BUILDING DEPARTMENT

14801 S. Pulaski Road, Midlothian, IL 60445
P: (708) 385-8642 F: (708) 389-0255

APPLICATION FOR

CANOPY TENT EVENT PERMIT

PERMIT NO. _____

- ✓ A SITE PLAN IS REQUIRED SHOWING WHERE THE TENT/EVENT WILL BE SET UP AND ALSO THE DIMENSIONS OF THE TENT
- ✓ IF YOU ARE LEASING YOUR BUSINESS SPACE, WRITTEN PERMISSION FROM YOUR LANDLORD IS REQUIRED
- ✓ TENTS ARE ONLY ALLOWED ON THE SITE WHERE YOUR BUSINESS IS LOCATED. NO OFF SITE SALES ARE ALLOWED.
- ✓ TENTS IN EXCESS OF 200 SQUARE FEET AND CANOPIES IN EXCESS OF 400 SQUARE FEET SHALL REQUIRE A PERMIT AND AN INSPECTION BY THE BUILDING AND FIRE DEPARTMENTS.

APPLICANT _____ PHONE _____

ADDRESS _____ EVENT DATE(S): _____

REASON FOR TENT/EVENT /CANOPY _____

HOURS OF OPERATION _____ WILL FOOD BE SERVED? YES _____ NO _____

If "yes," health inspections and fees will be required.

WILL THERE BE ELECTRICITY REQUIRED? _____ YES _____ NO

If "yes," an electrical permit is required for electrical hook-ups & generators.

(Exterior grade extension cords are required for any use outside!)

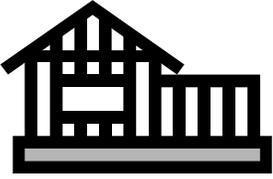
SIGNATURE OF OWNER/AGENT _____

PERMIT FEES _____

DATE ISSUED _____

See Fee Schedule for fee information.

BUILDING DEPARTMENT



VILLAGE OF MIDLOTHIAN BUILDING DEPARTMENT

14801 S. Pulaski Road, Midlothian, IL 60445
P: (708) 385-8642 F: (708) 389-0255

Provide the following to the Building & Fire Departments before a permit can be issued:

1. A site plan drawn to scale showing the location and size of canopy/tent in regards to the building and other canopies/tents. The tent shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
2. A flame resistant certificate per NFPA 701.
3. A signed “No Smoking, No Fireworks, No Smoke Machines, No Open Flames or Devices emitting Open Flame or Fire will be used in the canopy/tent” document on file with the Village.
4. Number and Types of Fire Extinguishers shown on the site plan (to be approved by the Fire Chief).
5. Number of canopies/tents and their sizes.
6. If you are using a tent with the side down, defined exits shall be required to be shown on the plans based on the occupancy load.
7. Occupant Load signs will be printed by the Fire Department and placed at entrances/exits.
8. Approved “No Smoking” signs shall be conspicuously posted by all entrances as well as other locations, as determined by the authority having jurisdiction.

Below are the Code sections from the 2006 Edition of NFPA 101 (“Life Safety Code”), for reference only.

11.11.2.1 All tent fabric shall meet the flame propagation performance criteria contained in NFPA 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*.

11.11.3.1 There shall be a minimum of 10ft between stake lines.

11.11.3.2 Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10ft between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern.

11.11.3.5 The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure and other similar factors.

11.11.4.1 The ground enclosed by any tent, and the ground for a reasonable distance but not for less than 10ft outside of such tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the authority having jurisdiction prior to the erection of such a tent. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.

11.11.4.2 Where prohibited by the authority having jurisdiction, smoking shall not be permitted in any tent.

11.11.5 Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the authority having jurisdiction.

11.11.6.1 Fired Heaters. Only labeled heating devices shall be used (**11.11.6.1.1**). Fuel-fired heaters and their installation shall be approved by the authority having jurisdiction (**11.11.6.1.2**). Tanks shall be secured in the upright position and protected from vehicular traffic (**11.11.6.1.4**).

11.11.6.2 Electric Heaters. Only labeled heaters shall be permitted (**11.11.6.2.1**). Heaters used inside a tent shall be approved (**11.11.6.2.2**). Heaters shall be connected to electricity by electric cable that is suitable for outside use and is of sufficient size to handle the electrical load.