

VILLAGE OF MIDLOTHIAN BUILDING DEPARTMENT

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

buildingdepartment@villageofmidlothian.org

TENT/CANOPY PERMIT REQUIREMENTS

- Submit a completed permit application. Missing information may delay permit approval.
- Submit a site plan showing where the tent/canopy will be set up.
 - Provide the dimensions of the tent/canopy. Tent/canopy shall not obstruct any accessible parking spaces, fire lanes, fire hydrants or fire department connections.
 - Show locations of all fire extinguishers on site plan.
 - If you are using a tent with the sides down, defined exits shall be required to be shown on the site plans. The number of exits are based on the occupancy load.
 - Show location of “Occupant Load” signs to be placed at entrances/exits.
 - Show location of approved “No Smoking” signs to be placed at all entrances as well as other locations, as determined by the authority having jurisdiction.
- Post a sign stating “No Smoking, No Fireworks, No Smoke Machines, No Open Flames or Devices emitting Open Flame or Fire shall will be used in the tent/canopy”.
- Provide a Flame-resistant certificate per NFPA 701.3
- If you are leasing your business space, written permission from the property owner is required.
- Tents/Canopies are only allowed on the site where your business is located. No off-site tents or 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.
- Provide the following additional required information:

Reason for tent/canopy _____

Date(s) tent/canopy will be used _____

Hours of operation _____

Will food be served? _____

If “yes”, health inspections and fees will be required.

Electricity required? Yes _____ No _____

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

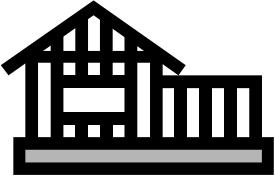
Below Code sections, for reference only, are from the 2006 Edition of NFPA 101 (“Life Safety Code”).

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.



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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

It is understood that approval of plans submitted to the Building Department for review is a conditional approval only and construction shall be subject to compliance with Village of Midlothian Ordinances.

It is further understood that, in the event of conflict between the approved plans and provisions of the ordinances, the ordinance shall be the final authority.

Signature: _____ **Date:** _____

Print: _____