

# City of St. Charles

## Tent Permit Application



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
<http://www.stcharlesil.gov>

**Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:  
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406**

A building permit is required for all tents, outdoor sales or event projects. The following are guidelines and comments for obtaining a building permit.

### Application and Drawings Procedures:

- An application is to be completed.
- The following information is required to be submitted with application:
  - \* Plat plan indicating:
    - a. Location of the proposed tents.
    - b. Certificate of flame proofing for tents.
    - c. Details on electric provided.
    - d. Details and location on fire extinguishers.
    - e. Location of existing parking spaces and access drives.
    - f. Manufacturers specifications on type of heater and its location on the site.
  - \* **Provide whether the tent is on Private or Public property.**
- Our goal is to complete the review of your building permit within 10 working days.

**Application – Permit Fees: This is a no fee permit at this time.**

### Owner – Business Operator

- ⇒ Compliance with above indicated codes, ordinances, and inspections required.
- ⇒ The plan reviews and stamped "FIELD COPY" of the plans are to be on the job site.
- ⇒ A minimum of 24-hour notice is required when scheduling any inspection.
- ⇒ At the end of the time period granted to sell Christmas Trees, and wreaths all trees, wreaths and any trash generated by the event shall be removed from the property. The sites shall be left in a clean and neat condition.

### General Tent Requirements

- Permits shall be required for tents or temporary structures in excess of 400 square feet which are to be utilized for less than 180 days (IFC 3103.2).
- UL listed 10lb size ABC type fire extinguishers shall be available for use in the event of a fire. (IFC 3104.12).
- Exits shall be clearly marked & adequate lighting shall be provided while tent is occupied. (IFC 3102.12.6).
- Seating arrangements in tents shall be in accordance with occupancy load requirements.  
*Example: Tables & Chairs 15 sqft per person.* (IFC 3103.11)
- The occupant load shall be posted in a conspicuous place near the main exit. (IFC 1004.3)
- Smoking shall not be permitted in the tent. "No Smoking" signs shall be posted. (IFC 3104.6).
- Propane containers shall be secured and located a minimum of 10 feet from the tent. (IFC 3104.16.2.1).
- Heating equipment shall not be located within 10 feet of the exits and installed according to the International Mechanical and Fuel Gas Codes. (IFC 3104.15.3).
- Tent shall be adequately braced and anchored to prevent against collapsing. (IFC 3103.9).

- Anchoring of tents on Public Property cannot cause permanent damage to the finished surface; applicant may be held financially responsible for any damages.
- Location of tent(s) shall not affect the number of exits or the capacity of the means of egress afforded to the existing building. (IFC 1001.2).
- Hay, straw, shavings or similar combustible materials shall not be located within any tent. (IFC 3104.5).
- Provide certificate showing flame retardant factors of the tent material. (IFC 3104.2).
- Material shall meet requirements of NFPA 701 (Sec.3104.2)
- Minimum of two-2 exits shall be provided 36-inches for membrane structures; 72-inches for tents (IFC 3103.12.2)
- Generators and other internal combustion power sources shall be separated from the tent by not less than 20 feet and shall be isolated from contact by the public with fencing or other approved means. (IFC 3104.19).
- Adequate ventilation must maintained as determined by City Staff.

Note: There may be additional requirements based on other special circumstances as they relate to the location and size of tents.

### **Inspections:**

The following is a list of inspections, which might be required for your project.

- △ Electric
- △ Final

### **Building Codes:**

The following are the Building Codes, which the City of St. Charles has adopted:

- \* St. Charles Municipal Code
- \* 2015 Int'l Building Code w/revisions
- \* 2014 Nat'l Electrical Code w/revisions
- \* 2015 Int'l Fire Prevention Code w/revisions

## **17.20.040 TEMPORARY USES – GENERAL PROVISIONS**

A permit shall be required for temporary uses allowed in this Title, except that temporary uses operated or sponsored by a governmental entity and located on a lot owned by that entity do not require a permit, but shall otherwise be subject to the requirements of this Chapter.

The applicant shall submit a site plan or other suitable description to the Building & Code Enforcement Division Manager, with any required permit fee. As a condition of permit issuance, the Building & Code Enforcement Division Manager may require conformance with specific conditions regarding the operation of the temporary use as may be reasonably necessary to achieve the requirements of this Chapter. If the Building & Code Enforcement Division Manager finds that the applicable requirements have not been met, he may revoke the permit and may require the cessation of the temporary use. Where a permit for a temporary use has been revoked, no application for a new permit shall be approved within six months following revocation.

All temporary uses, including but not limited to those enumerated in Section 17.20.050 hereof, shall comply with the following requirements:

- A. No temporary use shall be established or conducted so as to cause a threat to the public health, safety, comfort, convenience and general welfare, either on or off the premises.
- B. Temporary uses shall comply with all requirements of the Fire Prevention Code and other applicable codes and regulations. If necessary to ensure the protection of public safety due to the presence of a particular hazard, the Fire Chief may require the operator of the temporary use to employ a fire watch team and/or appropriate security personnel.
- C. Temporary uses shall not obstruct required fire lanes, access to buildings or utility equipment, or egress from buildings on the lot or on adjoining property.

- D.** Temporary uses shall be conducted completely within the lot on which the principal use is located, unless the City Council authorizes the use of City-owned property or right of way.
- E.** When a permit is required for a temporary use, the Building & Code Enforcement Division Manager shall make an assessment of the number of parking spaces reasonably needed for the permanent uses on the lot where the proposed temporary use is to be located, on the basis of the particular temporary use, the seasonal demand for parking on the lot at the time the temporary use is proposed, and the availability of other public and private parking facilities in the area. The Building & Code Enforcement Division Manager may deny the permit for a temporary use if he finds that the temporary use will result in inadequate parking being available for permanent uses on the same lot that are not connected with the business proposing the temporary use.
- F.** During the operation of the temporary use, the lot on which it is located shall be maintained in an orderly manner, shall be kept free of litter, debris, and other waste material, and all storage and display of goods shall be maintained within the designated area. Storage of goods for sale shall be no more than five (5) feet in height.
- G.** Signs for a temporary use shall be permitted only in accordance with the Chapter 17.28, Signs.

CITY OF ST. CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984



Department: Building & Code Enforcement Division Phone: (630) 377-4406

Application for Building Permit – Tents

Application Date: \_\_\_\_\_ Parcel No. \_\_\_\_\_ Permit No. \_\_\_\_\_

Please Print All Information

I, do hereby apply for a permit for the following work located at \_\_\_\_\_

Description of proposed work: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

**Check List for Submittal of Application:**

- Building Permit Application – Completely Filled Out.
- Two-2 copies of the Plat of Survey or site plan showing:
  - a. Location of the proposed tents
  - b. Certificate of flame proofing for tents.
  - c. Details on electric provided.
  - d. Details and location on fire extinguishers.
  - e. Location of existing parking spaces and access drives.
  - f. Manufacturers specifications on type of heater and its location on the site
- † Provide whether the tent is on Private or Public property
  - Proposed tent is on private property
  - Proposed tent is on public property (including sidewalks, parking lots, etc.)
- Signature of authorization from the owner.
- † Period of time requested for Open Sales Lot or Outdoor Sales Area.  
**Date of Installation:** \_\_\_\_\_ **Date of Removal:** \_\_\_\_\_
- Refer to Information Packet for Detailed Information

**Owner of Property**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Applicant/Contact**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**General Contractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Electrical Contractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Continued on reverse side

**Please Print All Information**

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Authorized Signature of Property Owner  
(if different from applicant for a temporary sign, banner, etc.)

**Report of the Building Official**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

01.2019

For Office Use
Received _____
Fee Paid: _____
Receipt #: _____
Check #: _____

\_\_\_\_\_