



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093

TEMPORARY TENT

Required Application Forms:

- Tent Permit Application
- Description of Property

Additional Documents:

- Copy of Signed Contract
- Copy of Plat of Survey with location & dimensions of tent(s)
- Fire Resistance Certificate(s)



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510 Green Bay Rd.
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Application for Tent Permit

(Submit minimum seven days before setup)

Event Address _____		Application Date: _____	
Property Type (check one):	<input type="checkbox"/> Residential <input type="checkbox"/> Park	<input type="checkbox"/> Commercial/Retail <input type="checkbox"/> Other: _____	
Description of Event _____			
Event Date _____	Tent Set - Up Date _____	Tent Tear - Down Date _____	
Number of Occupants (check one):	<input type="checkbox"/> 10-199 (2 Exits)	<input type="checkbox"/> 200-499 (3 Exits)	<input type="checkbox"/> 500+ (4 Exits)
Primary Contact Information <i>(note: all review correspondence will be emailed to the primary contact)</i>			
Name _____	Permit _____		
Email _____	please print clearly		
Phone _____	Fax _____		

Check with Permit Coordinator for any submittal questions (847)716-3520

Property Owner's Information

Name _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ Email _____

Tent Vendor Information

Name _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ Email _____

Tent Permit Fees

\$145 Tent Set-Up
\$90 Electrical Set-Up

Signature of Applicant: _____

Please Print: _____ Date: _____



Tent Permit Guidelines and Specifications

Per International Fire Code (IFC) guidelines, a tent is a “structure, enclosure or shelter, with or without sidewalls or drops, constructed of pliable material supported by any manner except by air or the contents that it protects.” (Unless otherwise noted, all code sections from IFC.)

Permit requirements - The Village requires a tent permit for:

1. Tents with sides and an area in excess of 400 square feet (3103.2)
2. Tents with open sides and an area in excess of 700 square feet (3103.2.1)

(For tents erected on commercial properties, please contact the Village for additional guidelines.)

Required submittals - Permitted tents require the following:

- **Manufacturer’s Certificate of Fire Resistance** (3104.4)
- **Tent layout plan** showing compliance with following requirements:
 - Seating layout showing table and chair configuration, spacing and seating capacity
 - Exiting requirements for tents with side walls (3103.12)
 - 2 exits for tents of 10 - 199 occupants
 - 3 exits for tents of 200 – 499 occupants
 - Each exit minimum width of 72”
 - Exit openings shall remain open, unless covered by a flame-resistant curtain. Curtains shall be of a contrasting color, and installed free sliding on a rod, located not less than 80” above the floor level. (3103.12.3)
 - Exit signs when occupant load exceeds 50 (tents with walls only) (3103.12.6)
 - All other furnishings and equipment shown and labeled
 - A 3’ minimum separation must be maintained between items inside the tent and the tent wall (3104.11)
 - A minimum of 1-5# ABC type fire extinguisher for every 1500 square feet of floor space and/or 75’ of travel distance (906.3.1)
- **Illumination and exit lighting plans**
 - Ambient lighting levels – Occupied areas and means of egress shall be illuminated at all times when the tent is occupied, at a minimum level of 1-footcandle at floor level. Devices used to provide such lighting shall be powered on a separate circuit.
 - Exit sign illumination – Illuminated exit signs to be provided when occupant load exceeds 50 (for tents with walls), and shall include battery backup

Other required installation details - to be verified on final inspection prior to occupancy:

- All tent anchor points shall be used (3103.9)
- The location of the tent, stakes or guy-wires should not obstruct any exit or exit path from the tent.
- The location of the tent should not create visual impairment for drivers or pedestrians.



Heating, Cooking, and Electrical Equipment

- Open flames and open flame cooking devices are not permitted inside or within 20' of the tent (3104.7)
 - Cooking tents must have 20' of separation between tents and other structures (3105.15)
 - Heating:
 - Portable outdoor gas-fired heating appliances and open flame heating sources (e.g. fireplaces, fire pits, etc.) are prohibited inside of a tent (603.4.2).
 - Portable outdoor gas-fired heating appliances are prohibited within 5 feet of a tent, overhang, awning, etc. The appliance shall not be located within 5 feet of an exit or exit discharge (603.4.2)
 - Heating appliances (e.g. electric or gas-fired heater that is located and vented outside of the tent but blows heat inside) shall be installed and maintained per manufacturer's instructions. The heating element or combustion chamber shall be permanently guarded to prevent accidental contact by persons or materials. (603.5)
 - Only listed and labeled portable electric space heaters shall be used, plugged directly into an approved receptacle and shall not use an extension cord. Heaters shall also maintain proper clearances per the manufacturer. (605.10.1- 605.10.3)
 - Generators:
 - A minimum of 20' separation between tents and generators (3104.19)
 - Electric generators must be isolated by a barrier (3104.19)
 - Generators must have a minimum of a 5# ABC type fire extinguisher within 10' (3104.12)
 - Cords must be covered to prevent trip hazards when in a walkway or exit path
 - Electrical Devices & Extension Cords
 - Extension cords shall be maintained in good condition, be rated for the environment, not exceed 100 feet in length, and not be rated less than the ampacity of the portable appliance connected (605.5.3)
 - Extension cords shall be grounding type plugged directly into an approved GFCI receptacle, power tap or multiplug adapter and shall serve only one portable appliance. (605.5.1)
 - Cords shall be routed as to not present a trip or safety hazard and if run overhead shall be carried by a messenger wire or other approved method (NEC 400)
 - All cords and wiring must comply with (NEC 400)

Tent(s), Heating Appliance(s) (if applicable) & Generator (if applicable) must be located on a plat of survey or site plan

The above guidelines are minimum requirements. Full detail on tent and other membrane structure requirements are found in Chapter 31 of the 2015 IFC. Questions or requests for alterations from the code should be directed to the Winnetka Fire Department Fire Prevention Bureau at 847-501-6029.