

If not submitted online three copies of the below required items shall be submitted.

For temporary structures (tents), stages and generators requiring a permit, the following **SHALL be submitted** with the application:

- 1. Site Plan Requirements** (The following information must be included on ALL site plans)
 - a. Location and dimensions of all temporary structures (tents, stages, etc.)
 - b. Location of power supply and/or generator(s) (if applicable)
 - c. Location of propane tanks and distance from tents. Shall be a minimum of 10'.
 - d. Location of heaters and distance from tents. Distance determined by manufacturer.
 - e. Location of cooking equipment and distance from tent. Shall be a minimum of 10' from tent unless the tent is exclusively for cooking purposes, no public under tent.
 - f. Location of overhead power lines, traffic and fire lanes, adjacent structures and parking.
 - g. Location of emergency lighting.
 - h. Location of exit signs
 - i. Location of safety measures such as bollards to separate the parking from the tent
- 2. Seating Table layout.** For tents with sides, exits must be shown and be a minimum of 72" wide. Please include dimensions of exits and aisles.
- 3. Flame retardant certificate.** The certificate shall be from an approved agency, indicating that the tent material is flame retardant per NFPA 701. The tent shall have a permanently affixed label indicating size, fabric and material type. (this should be provided to you by the rental company)
- 4. Manufacturer cut sheets**
 - a. For anchoring of tents, stake/concrete weight layout.
 - b. For heaters if used.
 - c. For generators if used
 - d. For stages/platforms if less than two feet.
- 5. Stages greater than two feet in height and mobile hydraulic stage (MHS)**
 - a. Provide Stage Plan/Framing Plans showing the stage and any related lighting towers, speaker towers or structure to carry awnings, roof coverings or curtain assemblies. Include structural framing plans and details. Indicate how the structure will be anchored to the ground surface. Show any counterweight assemblies and call out the weight of these assemblies in pounds. Indicate how counterweights will be anchored or tied back to stage structures. Indicate how counterweights will be tied or ganged together. Provide details as required. Show stairs, guardrails, fences, fire extinguisher locations etc.
 - b. A signed and sealed statement on the plans from the Architect or Structural Engineer of record indicating that the structure(s) complies with the Village of Palatine Codes and Ordinances.
 - c. Stage and platform product data specifying materials and connections.
 - d. Provide a High Winds Action Plan
 - e. Provide a Weather Station / Anemometer

Inspection Requirements

- **Inspections are conducted Monday through Friday 8:30 a.m. to 3:00 p.m. only**
- You must call to schedule inspections at least 72 hours in advance.
- All structures (Tents), stage and generators shall be ready for final inspections a minimum of two (2) hours prior to the event start time.
- Scheduling Inspections
 - Tent Inspections: Call the Fire Prevention Bureau at (847) 359-9029 **(It is strongly recommended the tent company be onsite)**
 - Electrical Inspections: Call the Building & Permits Division at (847) 359-9042.

Code Requirements and Regulations

1. Tent Requirements

- a. Tents shall be a minimum of 20 feet away from lot lines, generators and parked vehicles.
- b. Guide ropes shall be present for all side poles.
- c. Center poles shall be anchored. **If present note on site plan "Center poles shall be staked"**
- d. When a tent is not placed on a paved surface weight distribution pads shall be under the center poles.
- e. Structures erected on building, decks or balconies shall be required to apply for a standard building permit and conform the International Building Code (ICC) Section 3102.
- f. If staking the tent pole guide ropes is not possible concrete weights shall be used, in conformance with manufactures specifications, to secure the tent pole guide ropes.

2. Electrical Requirements (As Applicable):

- a. Live parts of generators operated at more than 50 volts to ground shall not be exposed to accidental contact, provide fencing.
- b. All cords shall be continuous without splices between boxes and cord connectors shall not be laid on the ground.
- c. Boxes shall have no live parts exposed. Where mounted outdoors, boxes shall be weatherproofed and not less than 6" above ground.
- d. All 125 volt 15 & 20 amp receptacles for personal use shall have UL listed ground fault protection. The ground fault protection (GFI) can be a part of the cord within 12 inches of the plug attachment. Egress lighting shall not be connected to the load side.
- e. Generators shall be separated from tents by a minimum 20 feet for refueling purposes

3. Cooking Requirements

- a. There shall be no cooking allowed in the same tent that is being used for assembly or business purposes. The exception would be "Sterno" type food warmers.
- b. Tents provided for cooking purposes shall be a minimum of 10 feet from adjacent tents used for public assembly.
- c. Proper fire extinguishers shall be provided per NFPA 10

4. Occupant Load

- a. Occupant load shall be calculated at:
 - i. One person per 5 square feet for standing only.
 - ii. One person per 7 square feet of aisle space if displays are set up.
 - iii. One person per 7 square feet if chairs only, not fixed.
 - iv. One person per 15 square feet when tables and chairs are used.
- b. Crowd managers shall be provided per IFC 3104.20.2 for occupant loads greater than 250.

5. Occupant Safety Requirements

- a. Smoking is not allowed inside tents, no smoking signs shall be posted.
- b. "In the event of severe weather, evacuate tent and seek shelter" signs shall be posted in all tents requiring a permit.
- c. Any cables on the ground that cross a required aisle or exit shall be properly protected with an approved tread device.
- d. LP tanks shall be secured in an upright position and protected from vehicle traffic.
- e. Refueling of equipment shall not be done inside or within 20' of a tent.
- f. The Fire Prevention Bureau shall approve heaters. Provide heater specification sheets if used.
- g. No open flames or open flame devices will be allowed under the tent, with the exception of "sterno" food warmers.
- h. Hay, straw, shavings, or similar combustible material shall not be located within any tent.
- i. Fire extinguishers shall be present, readily visible and accessible, with a minimum 2A:10BC and placed within 75' travel distance from any point in the tent.

6. Exits

- a. Required means of egress shall remain unobstructed.
- b. Number of remote exits:
 - i. 2 exits for 0 - 199 people
 - ii. 3 exits for 200 - 499 people
 - iii. 4 exits for 500-999 people
- c. There shall be at least one aisle, which must be a minimum of 44 inches wide, leading to an exit.
- d. Exit ways shall discharge to a clear area remote from the tent and be a minimum of 72" wide.
- e. Means of egress shall be properly illuminated by natural or artificial light, or a combination of both.
- f. If the tent is used when no natural light is available, emergency lighting shall be provided whenever the occupant load is 100 or more (an electrical inspection will then be required).
- g. Exit signs shall be posted if occupant loads is greater than 100.
- h. Any guide ropes crossing a means of egress must be higher than 8 feet from the ground.
- i. Guide ropes and tent stakes shall be protected so they do not create a hazard to the public.



BUILDING & INSPECTIONS DIVISION

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**TEMPORARY STRUCTURE
SUBMITTAL REQUIREMENTS AND
CODE INFORMATION**

- j.** Exit openings shall be in conformance with the International Fire Code (IFC) Section 3103.12.3 and 3103.12.4
 - i.** Flame resistant curtains shall be on a free sliding metal support, minimum of 80" above floor
 - ii.** Curtains shall be of a color that contrasts with the tent color
 - iii.** Doors shall swing in the direction of exit travel.