



Palatine Fire Prevention Division

200 East Wood Street • Palatine, IL 60067-5339
Telephone (847) 359-9029
www.palatine.il.us

TENT PERMIT HANDOUT



Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

TENT PERMIT SUBMITTAL REQUIREMENTS:

- Shall be installed per 2021 International Fire Code, Chapter 31

This information is designed to assist an applicant in applying for a permit for a tent. This handout is not all-inclusive. It identifies items we find are most often missing in permit submittals. Special circumstances or unique designs may require Village Staff to request additional information or details. Please read the Step-by-Step guides to the Permit Process for assistance with obtaining a permit. <https://www.palatine.il.us/620/Standard-Building-Permits>

CSS PORTAL SUBMITTAL REQUIREMENTS: *Each required submittal shall be uploaded as a separate PDF*

- A fully dimensioned site plan of the property the tent is to be erected on that includes:
- Tent Layout drawing
- Floor plan showing aisle width of tables, chairs, stage, etc. are to be under the tent.
- Location of exits and their dimensions if sides are to be present.
- Location of exit and emergency lights if sides are to be present.
- “No Smoking” and “In the event of severe weather, evacuate tent and seek shelter” signs are required. Indicate the location of signs on the tent layout drawing.
- A copy of the manufacturer’s installation instructions including the staking diagram.
- A copy of the flameproof certification.
- A copy of the installation manual

OTHER ITEMS OF IMPORTANCE:

- Fryers, grills, and open-flame appliances are not allowed under tents used for assembly.
- Combustible materials such as hay, straw, corn stalks, and shavings are not allowed under tents.
- Tents shall be properly staked or weighted by concrete blocks per manufacturer’s specifications. Water barrels are not allowed unless supporting stamped documents of structural stability are provided by a licensed Illinois Structural Engineer.
- Tents with sides shall have a minimum of two 72” exits, more may be required depending on occupant load.
- Doors/curtains over exits shall be free sliding on a metal support and shall be a color that contrasts with the tent. Tent flaps are not allowed as exit coverings.
- All center poles shall be properly staked to prevent movement. The pole is to be lashed to two stakes.

INSPECTIONS:

- Tents are required to be inspected before being used. Schedule through the CSS Portal.
- A printed approved layout stamped “job copy” of appropriate size shall be present; you will need to print this out.
- Exit and emergency lights shall be properly charged and function at the time of inspection.
- It is strongly recommended the tent company be present at the time of inspection if they are not local.