



TENTS

All tents must comply with the requirements of the *International Fire Code, International Building Code, and Village of Roselle Code*. Tent structures are permitted for up to 180 days.

STRUCTURE

- Tents larger than 400 square feet must not be located within 20 feet of lot lines, buildings, other tents/structures, parked vehicles or internal combustion engines.
- Membrane structures larger than 15,000 square feet shall be a minimum of 50 feet from other tents and structures.
- A minimum clearance of 12 feet must be maintained to all structures/ other tents.
- All tents must be in accordance with NFPA 72, 2019 if required per tent size.
- Use of stages may require additional inspections.

ANCHORAGE

- Tents shall be adequately anchored to withstand the elements of weather and prevent against collapsing. Tents must comply with the Industrial Fabrics Association International Procedural Handbook fourth edition.
- Anchorage by water barrels is prohibited without calculations.

FIRE RESISTANCE/ PROTECTION

- All tents shall be flame retardant with a permanent affixed label identifying size, fabric, or material type.
- Exits shall be spaced at approximately equal intervals around the perimeter and doorways must be clearly marked.
- Aisles shall remain clear at all times.
- Shall be a minimum 3-foot clearance between the contents inside tent and the fabric.
- Clear signage shall be posted regarding occupancy and "No Smoking".
- Portable fire extinguishers must be placed accordingly so that the maximum travel distance does not exceed 75 feet.

ELECTRICAL

- Generators and any internal combustion power sources shall not be located within 20 feet of the tent, and shall be isolated from the public by fencing, enclosure, or other approved means.
- Extension cords must be rated for said equipment and one (1) continuous extension cord used per piece of equipment.

COOKING AND HEATING

- NO cooking can be conducted under the tent. Open/exposed flames, heating devices and flammable or combustible liquids, gas, charcoal or other cooking devices or any other devices must not be within 20 feet.
- Tents where cooking is performed (when approved) must be separate from all other tents.

- The storage, handling, and use of LP-gas and equipment shall be located 20 feet from the tent. Safety release valves shall be pointed away from the tent.

PERMIT REVIEW

The Community Development Department requires up to seven (7) business days to review a permit application for a tent.

PERMIT FEE

Permit fees are based on size of the tent. Cost will be provided to the applicant prior to issuance of permit.

INSPECTIONS REQUIRED

All required inspections will be listed upon issuance of permit. Please review inspection list prior to calling to schedule an inspection.

TENT PERMIT APPLICATION **Electronic copies preferred. **

Applicants must submit the following items for a permit to erect a tent.

1. A Completed Tent Permit Application with all contractors listed.
 - Contractors must have current registration before the Village will release a permit.
2. A plat of survey or site plan depicting location of the tent and any other pertinent information regarding the tent and proposed use.
3. Disclosure of beneficiaries.
4. Certificate of flame proofing.

AFTER APPROVAL & DURING USE OF TENT

Tent permit card should be displayed on the outside of the tent. All required inspections must be scheduled at least twenty-four (24) hours in advance by calling (630) 671-2821. The Department is open at the following times:

| | |
|-----------------------------------|-------------------|
| Monday, Tuesday, Thursday, Friday | 8:30 AM – 5:00 PM |
| Wednesday | 8:30 AM – 1:00 PM |

Community Development Department Staff is available for assistance by visiting the Department in Village Hall at 31 S. Prospect Street, by calling (630) 671-2821, or by emailing buildingdepartment@roselle.il.us.

VILLAGE CODES

| | |
|--------------------------------------|---|
| International Building Code, 2018 | International Existing Building Code, 2018 |
| International Residential Code, 2018 | International Swimming Pool & Spa Code, 2018 |
| Illinois Plumbing Code, 2014 | Illinois Accessibility Code, 2018 |
| National Electric Code, 2020 | International Plumbing Code, 2018, Chs. 13 & 15 |
| NFPA 101 Life Safety Code, 2018 | International Energy Conservation Code, 2018 |
| International Mechanical Code, 2018 | International Property Maintenance Code, 2018 |
| International Fire Code, 2018 | International Fuel and Gas Code, 2018 |

Always Call JULIE Before You Dig at 8-1-1 or (800) 892-0123

03/2023



APPLICATION FOR TENT PERMIT

PERMIT # _____
(For office use only)

Community Development
31 S. Prospect Street, Roselle, IL 60172
P:630.671.2821 F:630.980.0824

USE: Business Personal

TENT ADDRESS:

CITY _____ ST _____ ZIP _____

PROPERTY OWNER:

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
EMAIL _____
CONTACT PERSON _____

APPLICANT:

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
EMAIL _____
CONTACT PERSON _____

TENT CONTRACTOR:

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
EMAIL _____
CONTACT PERSON _____

TENT INFORMATION

(Use separate sheet of paper if more room is needed or additional information)

Dimensions of Tent: _____ Total SquareFootage: _____

Installation Date: _____ Removal Date: _____

Type of Event: _____ Type of Entertainment: _____

Date of Event: _____ Time Frame/ Beginning: _____ To _____

| | | |
|------------------|--------------------|-------------------------------|
| ITEMS SUBMITTED: | Application | Disclosure of Beneficiaries |
| | Drawing/ Site Plan | Certificate of Flame Proofing |

I, _____, being the applicant or owner of the premises in which the tent installation shall be made, agree to conform with and abide by all the rules, regulations, and provisions of the Village Ordinances pertaining to the installation and maintenance of tents now or hereafter in force.

Signature _____ Date _____