



I certify that I have received a copy of these regulations and will comply with the regulations contained herein.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

INSPECTIONAL  
SERVICES DIVISION  
630-823-5860

VILLAGE OF HANOVER PARK FIRE DEPARTMENT

# TEMPORARY TENT - Commercial

## A Building Permit is Required to Erect a Temporary Tent

### To Apply for a Building Permit

- ⇒ Complete a building permit application.
- ⇒ A site plan of the subject property indicating the location of the tent and any surrounding outside area to be used as part of the tent sale must be submitted. **All such areas shall be enclosed with a temporary fence.**
- ⇒ Specifications on how the tent will be anchored to the ground. *Note: All stake anchors must be covered by plastic boots to prevent injury.*
- ⇒ Provide a flame spread certification for the tent.
- ⇒ Written approval from the landlord or property owner to erect tent.
- ⇒ An interior layout of the tent indicating the minimum aisle widths will be 44 inches.
- ⇒ The hours of operation must be provided.
- ⇒ The location of emergency exit lights should be shown if the tent will have side panels.
- ⇒ All applicable permit fees and refundable bonds as required by the Municipal Code.

### General Regulations

1. If any signage will be displayed in conjunction with the tent event, a separate Special Promotion Sign Permit must be obtained.
2. If the tent is erected for the purpose of a "tent sale", a tent sale permit must be applied for and obtained from the Village Clerk office. **A maximum of one (1) tent sale is permitted per lot per calendar year.** The tent sale shall not exceed twenty-one (21) consecutive days if on common facilities of a shopping center or ten (10) consecutive days if on a single commercial lot.
3. Establishments participating in the tent sale shall only be those occupying a licensed space on the property on which the sale is being conducted or in the shopping center if on common facilities of the shopping center.

### Refer to ordinance 58-771 & 58-772

Section 58-771: "(b) A "tent sale" is the outside storage and sale of goods, materials and products which are normally sold by a licensed commercial establishment under cover of a temporary structure and may in addition include a temporarily fenced-in area around the structure on the property owned or leased by that establishment."

Section 58-772:

"(10) The tent sale area shall include both the area of the structure and any adjoining fenced-in area, and shall not cover more than five percent of the total number of parking spaces available to the applicant."

Refer to the complete ordinance available on line at the Village of Hanover Park web site.