



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 Tents - Outdoor Dining

CREATED MAY, 2020

Permit Application

1. A permit is required to temporarily expand outdoor food service for restaurants. Your application may also include a proposal to use a temporary tent at your discretion. There is no charge for this permit.
2. Submit a completed permit application for a **Temporary Outdoor Food Service Permit**.
3. Include a site plan or aerial image showing the approximate location for outdoor food service relative to the existing restaurant and surroundings. A plat of survey is not required.
4. Submit a drawing of the proposed outdoor food service area the tent will cover with overall dimensions. Indicate all points where the tent will be anchored.
5. Submit the tent frame type, material composition and a flame propagation performance certificate for any tent in excess of 700 square feet.
6. Provide information on all structural elements of the tent and the method for anchoring.
7. Provide images of any proposed graphics/logos for tents or umbrellas, if applicable.
8. Provide a written procedure of tent operations. Provide details if the tent is to be taken down daily or left in place. If tent is to be left in place, manufacturer's requirements shall be followed and tent shall be taken down if weather events are to exceed manufacturer's requirements.
9. Approved permits shall be valid for a period of ninety (90) calendar days unless revoked or rescinded prior to expiration. Extensions of up to ninety (90) days may be granted upon written request.
10. Approved documents shall remain on-site at all times and will be subject to inspection and verification.
11. A contractor is not required to perform this work, but contractors hired shall register with the Village and provide a code compliance bond.

General Regulations

1. Tents shall comply with Hanover Park Zoning Code, the 2018 International Fire Code, and the 2018 NFPA 101 Life Safety Code, and the Hanover Park Administrative Policy Directive **Outdoor Dining - Recovery Phase of COVID-19 Pandemic Guidelines**
2. Fire apparatus access shall not be obstructed.

Construction

1. Tents should not be made of a lightweight, collapsible-style frame with light fabric top. Typically, these tents are known as "pop-up" style tents. Use of this style tent shall be allowed only with approval from the Fire Department, Inspectional Services Division.
2. Tents/umbrellas shall be maintained in a state of good repair and free from obvious damages, defects, or soiling.
3. Tents/umbrellas may display the company logo for the restaurant or the Village of Hanover Park but should not advertise specific vendors, slogans, or imagery unless specifically approved by the Village.
4. Tents should be of a single, solid color.
5. Side walls are prohibited. Tents shall remain open on all sides.
6. Tents/umbrellas shall be securely anchored and supported to resist collapse, overturning, and uplift.

Fire Safety

1. Gas-fired or electric heaters shall not be permitted unless otherwise approved by the Building Official. Electric generators are prohibited.
2. Smoking shall be prohibited.
3. Portable fire extinguishers shall be provided.
4. Cooking under tents shall be prohibited.

Inspection

1. A final inspection is required prior to occupancy to verify compliance with approved permit submittal documents and all applicable codes.



2121 Lake Street Hanover

