

**Village of Vernon Hills**  
**Community Development Department**  
**290 Evergreen Drive, Vernon Hills, IL 60061**  
**Phone 847-367-3704 - Fax 847-367-2541 - [http:// www.vernonhills.org](http://www.vernonhills.org)**

**PARTY TENTS**  
**TEMPORARY STRUCTURES**

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

All tents, tensioned membrane structures, air-inflated structures shall comply with the following requirements.

**APPROVAL & PERMIT REQUIRED**

Except as provided below, all tents, air-supported structures, or tensioned membrane structures shall not be erected, operated, or maintained within the Village of Vernon Hills for any purpose without first obtaining a permit from the Village Building Division a minimum of 15 days prior to the event. Provided that all of the following information listed below is submitted, a permit will be issued immediately over the counter.

EXCEPTIONS: A permit is NOT required for:

- Tents, air-supported structures, or tensioned membrane structures utilized for private gatherings located on privately-owned, single-family dwelling zoned lots.
- A single tent, air-supported structure, or tensioned membrane structure **not exceeding 100 square feet in area**, located on private property, and not used in conjunction with the display, sale, or promotion of goods or services (i.e. corporate outings, ground-breaking ceremonies, etc.)
- Tents used for recreational camping.

**REQUIRED CONSTRUCTION DOCUMENTS**

1. Provide a completed permit application.
2. A \$50 non-refundable permit fee is required if one tent is being applied for.  
A \$100 non-refundable permit fee is required for two or more tents at a single location/event.
3. Provide a detailed site plan and floor plan with the application. Plans shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location, type of heating appliances, and any other type of electrical equipment.
4. Show the location of handicapped parking, fire lanes, fire hydrant and the nearest building Fire Department Connection (FDC) location to where the temporary structure is going to be located.
5. Indicate the location of the temporary structure in relation to the buildings on the property

6. Indicate the size of the tent--height, width, length
7. Capacity (How many people?)
8. Show exits, exit aisles location on the drawing
9. Will the tent have sides--what type of material (i.e., cloth or clear plastic)? If you are going to use sides for inclement weather, you will have to provide exit signs and emergency lighting.
10. Will there be any cooking? (Cooking is not allowed **in** the tent)
11. Indicate the location and type of cooking equipment in relation to the tent. (Must be a minimum of 20 feet away)
12. Show on the drawing the location and type of fire extinguishers
13. Indicate the fire resistance rating of the tent and walls
14. Indicate the type of anchoring--cinder blocks are not allowed. Screw-type stakes or engineered alternate anchoring will be allowed with a licensed engineer's stamp of approval. It is NOT recommended that holes be drilled into pavement. If this method will be used, a plan for restoration must be submitted for review and approval by the Village.

### **CERTIFICATION CHECK LIST**

An affidavit or affirmation shall be submitted to the Village with the permit application and a copy retained on the premises on which the temporary structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:

1. Names and addresses of the owner of the tent or air-supported structure.
2. Date the fabric was last treated with flame resistant solution.
3. Trade name or kind of chemical used in the treatment
4. Name of person or firm treating material.
5. Name of testing agency and test standard by which the fabric was tested.

### **FIRE SAFETY REQUIREMENTS**

Combustible materials i.e. hay, straw, shavings, or similar combustible material shall not be located within any tent or temporary structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals.

Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited, provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the temporary structure shall be maintained clear of all combustible materials or vegetation that will create a fire hazard within 20 feet from the structure. All combustible trash shall be removed at least once a day.

Exposed flames: Gasoline, gas, charcoal or other cooking devices or any other unapproved open flames shall not be permitted inside or located within 20 feet of the tent, tension membrane or air-supported structure.

Lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved non-combustible insulation not less than ¼ inch (6mm) thick.

Portable fire extinguishers: At least two (2) 10 lb. ABC “Dry Chemical” portable fire extinguishers shall be provided in all tents or temporary structures.

Engineering design: All membrane structures shall be structurally designed in accordance with approved criteria that are developed by a registered design professional.

### **CODE REFERENCES**

IBC 2000, Chapter 31  
IFC 2000, Chapter 2.4

### **REQUIRED INSPECTIONS**

Inspections should be done a minimum of 24 hours prior to the event if possible, or as the structure is being erected. Please call the Building Department at 847-367-3704 between 8:30 a.m and 3:30 p.m. at least a day in advance with your permit number ready. The following are the inspections required:

1. Fire Department Inspection
2. Electrical Inspection--only if electricity is going to be used.
3. If anchors are drilled into pavement, an inspection shall be required for pavement patching.

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**PARTY TENTS/TEMPORARY STRUCTURES**

**PLEASE PRINT**

**Vernon Hills Business or Homeowner Name:** \_\_\_\_\_

**Tent Location Address:** \_\_\_\_\_

**Applicant's Name & Business Name:** \_\_\_\_\_

**Address (if different from above)** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Provide the Following:**

- Detailed site plan and floor plan including:**
  - Egress
  - Seating capacity
  - Arrangement of seating
  - Type of heating appliance
  - Any electrical equipment
  - Location in relation to buildings on property
  - Exits, exit aisles
  - Location of cooking on site in relation to tent
  - Location and type of fire extinguisher
  - Type of anchoring
  - See Handout for more required information not listed
  
- Size of Tent** Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_
- Capacity** \_\_\_\_\_
- Does the tent have sides** \_\_\_\_\_ **Type of material** \_\_\_\_\_
- Affidavit of Flame Resistance**

**Permit Fees (\$50 – single tent, \$100 – two or more tents at same location/event)**

**Tent being erected, operated, and maintained by:**

- Homeowner**
  
- Contractor:**
  - Name:** \_\_\_\_\_
  - Address:** \_\_\_\_\_
  - Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_