



OUTDOOR DINNING GUIDELINES

The following are guidelines for outdoor dining:

1. A permit is required for;
 - a. Any proposed structure or function on the Village right-of-way (street, sidewalk, alley, etc), or
 - b. Tents over 400 square feet
2. Permits can be applied for electronically, at www.oak-park.us. Download the following (if applicable);
 - a. Provide a written document of the scope. Proposed use, dates, and purpose.
 - b. Provide a scaled and dimensioned site plan, including:
 - The direction North and all adjacent streets labeled.
 - Location of all buildings, accessory structures, tents, fences, walls, dumpsters, signs, landscaping, surface material, food apparatus, change in grade, etc.:
 - a minimum of twenty feet (20') around the perimeter of the temporary structure, or assembly area (whichever is the greater) and/or
 - encountered in any exit route to the public way
 - The location of and means of public protection for all stakes, posts, poles, cables, and any other means of attachment or support.
 - A platform/riser/performance area plan, including drawings for any site constructed platforms/risers including occupancy and loads.

TENTS (Tents are considered the same as indoor spaces and require similar regulations)

1. Provide a floor plan A seating plan, including maximum occupancy numbers for each section and maximum aggregate total for any time during the duration of the permitted use.
 - a. A scaled and dimensioned aisle/exiting plan, including travel routes. *Include a note indicating the method of marking these aisles/exit routes throughout the duration of the permitted use.
 - b. Provide location of all electric outlets, permanent and temporary, their circuits, ground fault and over current protection. E.g. (110V duplex receptacle, base of post #3, GFCI outlet, 20 A circuit 12 in sub-panel, north entry hall)
 - c. Provide lighting fixture schedules, electrical equipment schedule and locations.
 - d. Provide location of emergency lights and exit signage.
2. Provide a Certificate A cut sheet for each tent, with Fire Resistance, Flame spread, and Smoke generation data.
3. Provide the installer information including setup and teardown dates.
4. Provide the MSDS paperwork, if applicable.
5. Provide a Utility Plan identifying any utility that will be brought to, though, or utilized as a part the permitted use.
6. Toilets, include ADA facilities Signage, Parking, Ingress/egress, including area(s) of rescue assistance (if required), Seating, Toileting
7. Ushering/Security Training/Procedures Manual
 - Procedure for keeping means of egress clear, handling overflow.
 - Maximum number anticipated/maximum number admitted/seated
 - Procedure for emergency medical situations (A. E. D. available?)

GENERAL REGULATIONS:

- ALL EXITS shall be easily walked through without any zippers or buttons of any sort.
- No flammable materials stored inside the temporary tent.
- Fire Extinguishers required every 50'
- Aisle width shall be a min. of 36" and must provide sufficient capacity of occupants.
- Table separation shall be a min of 38" for tabletop to tabletop.
- Exits signs shall be luminated in occupancies of 50 or more
- Emergency lighting shall be installed properly in occupancies of 50 or more

GENERATORS

- Submit a complete manufacture's installation instructions, plat of survey, and a detailed site plan.
- The system shall comply with the adopted International Mechanical Code and National Electric Code.
- **ALL MANUFACTURED UNITS shall be listed, labeled & be installed per MANUFACTURES' INSTALLATION INSTRUCTIONS.**
- All work must be installed in compliance with the International Residential Code and Mechanical Code as locally amended. The following is a list of key installation requirements. Please refer to the building code for other requirements not listed herein.
- **Although units are allowed in property side yards, the applicant is cautioned that they may be required to relocate the unit if it causes a noise nuisance to an adjacent property.**

ZONING requirements:

P. Mechanical Equipment

Mechanical equipment includes heating, ventilation, and air conditioning (HVAC) equipment, electrical generators, and similar equipment.

1. Ground-Mounted Equipment

a. Mechanical equipment is permitted in the interior side or rear yard only.

b. For multi-family and non-residential uses, ground-mounted mechanical equipment must be screened from view by a decorative wall or solid fence that is compatible with the architecture and landscaping of a development site. The wall or fence must be of a height equal to or greater than the height of the mechanical equipment being screened.

2. Roof-Mounted Equipment

a. For structures four or more stories in height, all roof equipment must be set back from the edge of the roof a minimum distance of one foot for every two feet by which the equipment extends above the roof.

b. For structures less than four stories in height and for any building where roof equipment cannot meet the setback requirement of item a above, there must be either a parapet wall to screen the equipment or the equipment must be housed in solid building material that is architecturally integrated with the structure.

3. Wall-Mounted Equipment

a. Wall-mounted mechanical equipment is not permitted on the front façade of the building or any façade of the building visible from a public street.

b. For multi-family and non-residential uses, wall-mounted mechanical equipment that protrudes more than twelve inches from the outer building wall must be screened from view by structural features that are compatible with the architecture of the subject building.

c. Wall-mounted mechanical equipment that protrudes less than twelve inches must be designed to blend with the primary color and architectural design of the subject building.

d. These requirements do not apply to window air conditioning units.

TEMPORARY HEATING EQUIPMENT Refer to the International Fire Code for Details

- Temporary tanks shall not be placed within 5' of the property lines.
- There shall be no open burning of materials in an unapproved container. No smoke causing a nuisance is not allowed.
- Temporary Heating Equipment shall be used as per manufactures' instructions.
- Equipment shall be a minimum of ten (10) feet away from all combustibles, i.e. plastic tarps.
- Equipment shall be fixed in place.
- Equipment requires a fire extinguisher to be present on the site.
- Smoking or open flames are prohibited where flammable or combustibles are stored.
- An approved cabinet shall be required for all flammable or combustible liquids in excess of 10 gallons are stored.
- When in use, someone must be present.

Note: This guideline is not all inclusive of the related codes and laws that pertain to this construction refer to the actual code book for details. The permit process is a check and balance system that normally involves a designer, plans examiner, contractor, and inspector to ensure the best quality and safest construction possible. As much as the mentioned professionals attempt to achieve full code compliance every effort has been made to identify all code deficiencies however; failure to identify a code deficiency during plan review and inspection does not alleviate any obligation to comply with all applicable code provisions.

TO PURCHASE CODE BOOKS, CONTACT THE INTERNATIONAL CODE COUNCIL AT: 800-214-4321 www.iccsafe.org -revised 10-27-2020

IN EMERGENCY CALL:

Police/Fire @911 NICOR@ 888-642-6748 Com Ed@ 800-344-7661 J.U.L.I.E. 811

In general, nothing should be concealed unless a passing inspection has been issued.

TO SCHEDULE AN INSPECTION CALL 708-358-5430

