



# TEMPORARY TENT GUIDELINES

The following are guidelines for tents:

1. Only Tents over 400 square feet require a permit AND/OR anything placed in the Village Right-Of-Way. Please apply electronically log onto [www.oak-park.us](http://www.oak-park.us)
  - a. Provide a written memo on dates of event and type.
  - b. Provide a Certificate A cut sheet for each tent, with Fire Resistance, Flame spread, and Smoke generation data,
  - c. Submit a scaled and dimensioned site plan/floor plan, including:
    - The direction North and all adjacent streets labeled.
    - Location of all buildings, accessory structures, fences, walls, dumpsters, signs, landscaping, surface material, food apparatus, change in grade, etc.:
      - i. a minimum of twenty feet (20') around the perimeter of the temporary structure, or assembly area (whichever is the greater) and/or
      - ii. encountered in any exit route to the public way.
    - i. 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.
    - ii. The location of and means of public protection for all stakes, posts, poles, cables, and any other means of attachment or support.
    - iii. A seating plan, including maximum occupancy numbers for each section and maximum aggregate total for any time during the duration of the permitted use.
    - iv. A platform/riser/performance area plan, including drawings for any site constructed platforms/risers including occupancy and loads.
    - v. The location, type, and identification signage for fire extinguishers.
2. Installer information including setup and teardown dates.
3. MSDS as applicable.
4. Health Department approval for any food service
5. Engineering approval for and obstruction or disturbance of the Public Way.
6. A Utility Plan identifying any utility that will be brought to, though, or utilized as a part the permitted use.
  - i. Electric (Grounded, Ground Fault Protection is REQUIRED)
    - a. 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)
    - b. Location of all temporary wiring and typical details of attachment and trip hazard prevention methods. (*Cable protectors are preferred over tape*)

- c. Lighting fixture schedule and locations.
- d. Electrical equipment schedule and locations
- e. Location of emergency lights and exit signage.
- ii. toileting
- iii. Gas/Water/Other
- 7. Accessibility, including but not limited to:
  - i. Signage
  - ii. Parking
  - iii. Ingress/egress, including area(s) of rescue assistance (if required).
  - iv. Seating
  - v. Toileting
- 8. Ushering/Security Training/Procedures Manual
  - i. Procedure for keeping means of egress clear, handling overflow.
  - ii. Maximum number anticipated/maximum number admitted/seated
  - iii. Are folding/temporary chairs available?
  - iv. Procedure for emergency medical situations (A. E. D. available?)

**GENERAL REGULATIONS:**

- THIS IS A TEMPORARY USE PERMIT.
- ALL EXITS shall be easily walked through without any zippers or buttons of any sort.
- No flammable materials stored inside the temporary tent.
- Emergency exits per all State and local codes.
- Fire Extinguishers required every 50'
- All electric shall be installed in a safe and proper manner, with no tripping hazard. Generators and lighting must be installed in a manner not to cause a nuisance to neighbors.
- Exits shall be properly marked and labeled
- 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.
- The minimum egress routes shall be a minimum of 44"
- Generators shall be used per manufactures' installation instructions and grounded properly.
- Heaters and fuel tanks shall be properly secured and used as per manufactures' installation instructions.

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](http://www.iccsafe.org)

**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**

