



Temporary Tent Guideline

(Disclaimer: This guide may not be all inclusive, additional regulations may apply)

What to Submit

- *Completed application.
- *Plat of plats survey (3 copies)
- *Provide the tent fire retardant certificate (IFC 105.6.43)
- *Confirm/clarify that there will be no flammables in the tent such as open grills
- *Submit three complete detailed site plans showing everything proposed: (Provide measured setbacks from lot lines/street/sidewalk) If applicable:
 - Tents (must be 20' from lot lines/buildings (IFC 3103.8.2))
 - Portable bathrooms (label accessible units)
 - Exterior seating (bleachers/grandstands/ground seating) IBC Chapter 10
 - Amusement rides/toys (air powered)
 - Generators (extension cord distribution plan)
 - Grills
 - Tanks (flammable gasses)
 - Refrigeration units
 - Trash containers, etc.
- *Clarify if you're proposing to connect to a City Hydrant
 - A back flow preventer is required on the water main service
 - An RPZ is required on all equipment directly connected to the water supply

*Clarify if you are proposing an electric generator; provide a detailed electric connection/distribution plan

*Confirm clarify in writing that this proposed structure is NOT in a floodplain, easement or floodway

Applicable Codes

* City of Prospect Heights Municipal Ordinance (<http://www.prospect-heights.il.us/>)

*ADA/Illinois State Accessibility Code at www.cdb.state.il.us

*International Building Code & International FIRE Code, www.intlcode.org

General Requirements

- *If applicable: provide certificate of proof that all amusement devices/rides have been State inspected and approved safe
- *Will you propose open burning? If so please provide a complete detailed plan (IFC Section 307/308)
- *Provide "A PUBLIC SAFETY PLAN" (IFC sect 403.2) This plan may be deemed necessary by the fire marshal and/or building official. The plan may address emergency vehicle egress/ingress, fire protection, emergency egress or escape routes, emergency medicinal services.
- *Submit details about the "CROWD MANAGER" (IFC section 403.3 requires trained managers for events over 1000 people.

Accessibility

*Provide complete details of the proposed bathroom facilities. Provide the required % of accessible bathrooms required by the state and federal government.

Stages/Platforms

- *Provide a complete detail of the construction of the stage (height, materials, size, location, etc.)
- *Provide a certificate of safety from a structural engineer
- *Will there be walls and curtains installed? If so provide a flame retardant certificate for the materials and a complete detail of the proposal (IBC 410.3.1)
- *Provide stair detail (The riser must be a max of 7" and a min tread of 11")
 - Guardrails and handrails are required on the stairs
 - Will the stage have props?
- *Will the stage have ventilation (IBC 410.3.7)
- *Are there dressing rooms? (IBC 410.5). Provide complete construct/location detail including handicap accessible room(s).

Special Amusement Buildings (Tents)

- *Provide a complete detail of the construction of the building. (Height, materials, size, etc.)
- *Will there be walls and/or curtains? If so provide a flame retardant certificate for the materials and a complete detail of the proposal (IBC 410.3.1)
- *Provide detail of the fire sprinkler (IBC 411.1)
- *Provide a detail of the alarm system
- *Provide exit layout with emergency lighting
- *Provide stair detail. (The riser must be a max of 7” and min treads of 11”
 - Guardrails and handrails are required on the stairs
- *Will the proposed tent have any heating or air conditioning units? If so provide completed detail on how the units will be installed and insert the location on the site plan. Provide complete detail of all exterior exhausts and fresh air intakes:
 - Clarify fresh air intake for HVAC unit
 - Clarify location of exhaust of HVAC unit
 - HVAC unit requires ample access, submit exact measurements
- *Provide a detailed floor layout (IFC Chapter 10)
 - Clarify if the tent shall be open on closed on the side(s)
 - If tables and chairs are provided, provide a floor layout
 - *Provide detailed isle widths (IBC Chapter 10)
 - *Provide table separation (IBC Chapter 10)
 - If walls are proposed for the tent, provide a:
 - *A detailed lighting/electric plan, if applicable
 - *Exit locations/widths (shall be easily walked through without any zippers or buttons of any sort)
 - *Provide illuminated exit signage (IFC 3101.12.6.1)
 - *Fire extinguishers required every 50’
 - *Provide complete details of the exit access route. Provide detailed egress route and travel distance to the exit discharge (IBC Chapter 10)
 - Is there seating proposed? If so provide a proposed seating plan.
 - *Provide accessible seating locations
 - *Provide details of the table separations – refer to IBC 1012.4.3
 - *Provide isle detail, refer to IBC 1017
 - Are there any physical doors proposed for the tent?
 - *Doors cannot encroach into the egress route
 - *Exit doors shall be converted to a push paddle type system, if the occupancy is greater than 50. The fire department shall determine. Panic and fire exit hardware is required (IBC 1008.1.10)
 - *Door swing shall be outward in the way of egress, if the occupancy is greater than 50. The fire department shall determine.

Inspections

*Inspections are scheduled for A.M. or P.M. Monday through Friday with 24 hours advance notice. Call 847-398-6070 x 211 before 5:00 P.M. the day before you want your inspection. Same day re-inspections are not available.

*Final inspection required

Department of Building & Zoning

**8 North Elmhurst Road,
Prospect Heights Illinois,
60070-6070**

Office: 847/398-6070 x 211

Fax: 847/590-1854

<http://www.prospect-heights.il.us/>

I have read and reviewed these requirements. _____
Signature of Applicant

_____ Date