

Village of



419 Richmond Road
Kenilworth, IL 60043

Phone: 847-251-1666
Fax: 847-251-3908

E-mail: info@vok.org

APPLICATION FOR TEMPORARY TENT PERMIT AND CERTIFICATE OF COMPLIANCE

Property Address where tent(s) to be located: _____

Date Submitted: _____

Applicant Information

Applicant:

Name _____

Address _____

Phone/Fax _____

Property Owner Information where tent(s) to be located (if different than Applicant):

Name _____

Address _____

Phone/Fax _____

Tent Installer Information:

Name _____

Address _____

Phone/Fax _____

Applicant's or Owner's Signature

Application Requirements

Submit the following items and attach on separate pages:

- ___ Schedule for tent erection, event dates and tent removal
 - ___ Estimated number of people in tent
 - ___ Site plan or Plat of Survey showing size and location of tent(s)
 - ___ Floor plan of tent(s) showing table to be installed
 - ___ Copy of Certificate of Flame Resistance for tent materials (must match tent to be used)
 - ___ If tent has sides, show exiting and location of exit lights
 - ___ Information on lighting and electrical devices, if any (licensed electrician required)
 - ___ Information on auxiliary heat, if any
 - ___ Information on open flames for food or decoration, if any
 - ___ Permit Fee: Residential property - \$75.00
Non-residential property - direct cost up to \$250.00
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Application for Temporary Tent

The Community Development Department reviews applications for temporary tents erected in all Zoning Districts of the Village. Temporary tents of 200 square feet or more in area are regulated by zoning and building codes adopted by the Village, and must receive a Permit and Certificate of Compliance before installation. Temporary tents must comply with Zoning Ordinance Section 153.037 Temporary Uses and 2015 International Fire Code Chapter 31 Temporary Tents, Canopies and Membrane Structures.

Temporary Tent Permit Process:

1. Submit Application for Tent Permit and Certificate of Compliance and provide the following information:
 - Schedule for tent erection, event dates and tent removal
 - Tent installer information
 - Estimated number of people in tent
 - Site plan or Plat of Survey showing size and location of tent(s)
 - Floor plan of tent(s) showing tables to be installed
 - Copy of Certificate of Flame Resistance for tent materials (must match tent to be used)
 - If tent has sides, show exiting and location of exit lights
 - Information on lighting and electrical devices, if any (licensed electrician required)
 - Information on auxiliary heat, if any
 - Information on open flames for food or decoration, if any
2. After staff review, Tent Permit and Certificate of Compliance issued
3. After tent erected and prior to start of event, inspection of tent required by:
 - Kenilworth building & electrical inspectors
 - Winnetka Fire Department (arranged through Kenilworth Police Dept.)

Call Community Development Department at (847) 251-1666 to schedule inspections and for any questions.