



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093

TEMPORARY TENT

Required Application Forms:

- Tent Permit Application
- Description of Property

Additional Documents:

- Copy of Signed Contract
- Copy of Plat of Survey with location & dimensions of tent(s)
- Fire Resistance Certificate(s)



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510 Green Bay Rd.
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Application for Tent Permit

(Submit minimum seven days before setup)

Event Address _____		Application Date: _____
Property Type (check one):	<input type="checkbox"/> Residential <input type="checkbox"/> Park	<input type="checkbox"/> Commercial/Retail <input type="checkbox"/> Other: _____
Description of Event _____		
Event Date _____	Tent Set - Up Date _____	Tent Tear - Down Date _____
Number of Occupants (check one):	<input type="checkbox"/> 10-199 (2 Exits)	<input type="checkbox"/> 200-499 (3 Exits) <input type="checkbox"/> 500+ (4 Exits)
Primary Contact Information <i>(note: all review correspondence will be emailed to the primary contact)</i>		
Name _____	Permit _____	
Email _____	please print clearly	
Phone _____	Fax _____	

Check with Permit Coordinator for any submittal questions (847)716-3520

Property Owner's Information

Name _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ Email _____

Tent Vendor Information

Name _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ Email _____

Tent Permit Fees

\$145 Tent Set-Up
\$70 Electrical Set-Up

Signature of Applicant: _____

Please Print: _____ Date: _____



Tent Permit Guidelines and Specifications

Per IFC guidelines, a tent is a “structure, enclosure or shelter, with or without sidewalls or drops, constructed of pliable material supported by any manner except by air or the contents that it protects.”

The Village requires a tent permit for:

1. tents with sides and an area in excess of 400 square feet (3103.2)
2. tents with open sides and an area in excess of 700 square feet (3103.2.1)

(For tents erected on commercial properties, please contact the Village for additional guidelines.)

Permitted tents require the following:

- certificate of fire resistance (3104.2)
- 2 exits for tents of 10 - 199 occupants and 3 exits for tents of 200 – 499 (3103.12)
 - A seating chart may be required by AHJ. Exit openings shall be curtains made of contrasting material, free sliding on a rod, not less than 80” above the floor level. (3103.12.3)
- all tent anchor points shall be used (3103.9)
- a 3’ minimum separation must be maintained between items inside the tent and the tent wall (3104.11)
- a minimum of 1-5# ABC type fire extinguisher for every 1500 square feet of floor space and/or 75’ of travel distance (906.3.1)
- minimum of two means of egress that are 72” wide for tents with sides (3103.12.2.)
- exit signs when occupant load exceeds 50 (tents with walls only) (3103.12.6)
- exits must be contrasting in color and on slide bar (3103.12.3)
- battery backup emergency light units (3103.12.7)
- open flames and open flame cooking devices are not permitted inside or within 20’ of the tent (31.04.7)
- Generators:
 - a minimum of 20’ separation between tents and generators (3104.19)
 - electric generators must be isolated by a barrier (3104.19)
 - generators must have a minimum of a 5# ABC type fire extinguisher within 10’ (3104.12)
 - cords must be covered to prevent trip hazards when in a walkway or exit path

Tent(s) & Generator (if applicable) must be located on a plat of survey or site plan

The above guidelines are minimum requirements. Full detail on tent and other membrane structure requirements are found in Chapter 31 of the 2015 IFC. Questions or requests for alterations from the code should be directed to the Winnetka Fire Department Fire Prevention Bureau at 847-501-6029.