

# Temporary Tents

*This handout is for informational purposes only.  
The provisions of the City's adopted codes prevail.*



## **Document Submittal List**

- [Permit Application for Construction.](#)
- Site plan or plat of survey (one copy) showing the location and dimensions of all existing structures/improvements on the property and markings indicating the location of the proposed temporary tent and the location of any electric services.
- Manufacturer's information on the proper installation of tent and associated fire ratings.

**Failure to provide any of the above documents may result in processing delays.**

## **General Information and Fees**

- A permit is required for the any temporary tent greater than 120 square feet.
- The application review period averages two weeks. Applicants are contacted when the permit is ready for payment and issuance.
- If work commences prior to permit issuance, the permit fee shall be doubled.
- A list of required inspections is provided at the time of permit issuance. Inspections can be scheduled at least one day prior to the desired inspection date by calling the Warrenville Community Development Department (630-393-9050).
- A permit may become invalid if work does not begin within 180 days of issuance, or if construction has been halted and not resumed for a period of 180 consecutive days.
- Homeowner Association (HOA) approval may be required before commencing work. The issuance of a permit does not exempt HOA rules and regulations.
- It is the homeowner/contractor's responsibility to have underground utilities located not less than 48 hours before digging commences by calling J.U.L.I.E (811).
- Fees:

Plan review fee	\$30 up to 400 square feet, \$40 up to 1000 square feet, \$50 up to 1,600 square feet
Building permit fee	\$6.00 per \$1,000 valuation, minimum \$30.00

- The fees listed in this document are for general guidance and not necessarily comprehensive. Required utility upgrades, changes made to the approved permit, or items not mentioned will be assessed accordingly.
- Approved construction documents shall be available on site at all times.
- Alterations to the approved plans must be resubmitted to the Chief Code Official in writing for review and approval prior to construction.

## **Tent Safety Code Requirements**

- A tent shall be defined herein as a temporary membrane structure with or without walls. (IFC Chapter 2)
- Maximum allowed time of service is 180 days, however the Chief Code Official may grant extensions. (IBC 108.1)
- If the tent will include walls or furniture (tables, chairs, etc.) a detailed floor plan including the location of exits, seating arrangement, the occupant load, and location of all heating and electrical equipment.
- Tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. Include documentation of structural stability and anchorage as part of permit application.
- Travel distance shall not exceed 100 feet from any point of the tent to a point of exit.
- Seating arrangement shall allow for a 36 inch clear access path throughout the floor area of the tent. Access aisles shall be maintained at all times
- Provide Flame resistance certification affidavit or affirmation with building permit application and retain a copy on the premises for which the tent or air supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:
  - Names and addresses of the owners of the tent or air supported structure.
  - Date the fabric was last treated with flame resistant solution.
  - Trade name or kind of chemical used in treatment.
  - Name of person or firm treating the material.
  - Name of testing agency and test standard by which the fabric was tested.
- Exits shall be clearly marked with signs for occupancies of 50 or more persons.
- Hay, straw, shavings or other combustible materials are not permitted within the tent.
- No open flames are permitted inside or within a 20-foot radius of the tent.
- Cooking shall only be permitted in a tent not occupied by the public and shall be at least 20 feet from any other tent. Cooking and heating equipment within the tent shall not produce an ignition hazard. Location of cooking and heating equipment should be indicated on submitted site plan.
- LP tanks shall be a minimum of 10 away from the tent, tanks greater than 500 gallon shall be a minimum of 25 feet away from the tent. Location of tanks should be indicated on submitted site plan.
- Heaters used to provide tent heating must be approved by the Code Official, and labeled and listed by a national recognized testing laboratory (NRTL) for tent use.
- Generators, if used, shall be no closer than 20 to the tent, and locations should be indicated on the submitted site plan.

- No less than one 2A:10B:C fire extinguisher shall be required for each 1500 square feet tent area. The travel distance to a fire extinguisher shall not exceed 75 Feet. Portable fire extinguishers shall be properly mounted in a conspicuous location.
- Floors within tents and the ground outside of tents within a 30-foot perimeter shall be kept clear of combustible waste. Smoking is prohibited within the tent.
- Tents shall not be located closer than 20 feet from parked vehicles.
- Seating arrangements serving less than 50 seats shall allow for a 36 inch clear access path throughout the floor area of the tent. Access isles shall be maintained at all times.

## Tent Layout example

