



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005-1499
(847) 368-5000
Website: www.vah.com

Requirements for Enclosed Tents for Restaurants

Tents are considered to be enclosed if they have walls (including temporary or permanent) on three or more sides. Following are the requirements for enclosed tents.

1. Application for a Tent must be submitted to the Village Department of Building & Life Safety. This application can be found on the Village's website: building@vah.com. Following these Requirements, is a list (Supplemental Regulations for Enclosed Tents) of additional information/documentation that must be submitted along with the Tent Application.
2. Heating equipment, propane heaters, unvented heaters are not permitted inside the walls of any tent.
3. No heating devices with any type of open flame or fuel source, i.e. propane, are allowed inside or located within 20 feet of the tent.
4. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
5. The storage, handling and use of LP-gas and LP-gas equipment shall be located outside the tent. Safety release valves shall be pointed away from the tent.
6. Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.
7. At least one exit and not less than the number of exits required based on the occupant load shall be provided.
8. The combined width of all exit doors along with the proposed seating capacity, must comply with Village Building and Fire Codes.
9. The width of aisles without fixed seating shall have a minimum width not less than 44 inches. However, there must be a minimum six-foot separation between tables.
10. Access for emergency vehicles shall be provided and maintained at all times.
11. Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less from another exit.
12. If a tent seats 50 or more, internally illuminated Exit signs must be provided. Electricity for the signs must be supplied by two separate electrical circuits, one of which shall be separate for all other circuits.
13. The means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
14. Portable fire extinguishers shall be provided.



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005-1499
(847) 368-5000
Website: www.vah.com

SUPPLEMENTAL REGULATIONS FOR ENCLOSED TENTS

Along with the Tent Application the following information must be submitted.

1. Site Plan providing the following information.
 - a. Location of size of tent(s).
 - b. Identify which sides of the tent with walls, including both fabric and permanent.
 - c. Location and size of tables, including associated seating, as well as dimensions between tables.
 - d. Location and size (in inches) aisles.
 - e. Distance of tent from adjacent building.
 - f. Identify location and size of existing exits in the restaurant building.
 - g. A lighting detail showing how tent will be lit, including electric source for lights. Detail should also include Exit signage.
 - h. Location of heating device(s).
2. Detail of how tent will be heated including:
 - a. Type of heating unit to be used (provide manufacture's cut sheet).
 - b. Identify where fuel will be stored.
 - c. Location, size and ducts.



Building & Life Safety Department
Village of Arlington Heights
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

Tent

Submittal Process and Checklist

APPLYING FOR PERMITS:

Submit all materials via email to: Building@vah.com. You will receive an email notification within 24 hours that your email was received. If you do not receive an email response, contact us at 847-368-5560.

APPLICATIONS AND FORMS REQUIRED:

The applications and forms that you need to submit are listed on the next page of this checklist. Please be careful to fill these out completely. Incomplete, illegible or lack of information, can delay your permit from being processed.

* If you are the homeowner doing the work yourself, please fill out and submit the Homeowner as General Contractor form with your applications. This form is found at www.vah.com.

CONTRACTOR LICENSE:

The Village of Arlington Heights Contractor license number must be listed on the permit applications. Their license numbers can be looked up on our web-site at:

https://www.vah.com/village_services/permits_and_licenses

REVIEW TIME FRAMES:

Please allow 10 working days for plan review. Each revision or re-submittal can take an additional 10 working days.

PROCESSING NOTIFICATIONS:

When reviews are completed, if approved, you will receive a pick-up notification packet by email. If a correction or revision is required, you will receive Plan Review Comments. When submitting revisions/corrections, please provide detailed written response of the changes.

FEES:

Fees are not pre-set based on project type. The pick-up notification packet will show the detailed permit cost for the project.

Once payment is received, your plans and permit placard will be emailed to the applicant within 24 hours. Please print the plans and permit placard and have available at the site for inspection.

INSPECTIONS:

Inspections are required; please call 847-368-5560 at least one day in advance to schedule your inspection. The **permit number** and **project address** are required when scheduling.

Applications, Forms and Other Materials to be supplied for the following type of project:

Tent

Tent permits are only needed for tents with one or more lowered side panel(s) that are over 400 sq. ft. in area, or up to 700 sq. ft. with no sides.

Supply those items marked below to ensure your submittal is complete. Fill out all forms clearly and accurately.

Applications Required:

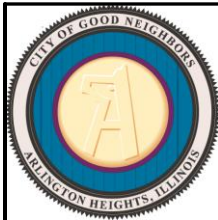
- Fire Life Safety Permit Application
- Electrical Permit Application (if applicable) (include copy of Electrical License)

Forms Required: *(as applicable)*

- Tent Permit Information Sheet

Materials to be Submitted *(one set of each of the indicated items):*

- Fire Safety Tent Permit Application found at the bottom of the Fire Safety Tent Permit Information Sheet
- Plat of Survey showing the proposed size(s) and location(s) of the tent(s), generator(s) *(if applicable)*, distance to structures and emergency exists.
- Contractor's Proposal explaining the scope of work to be performed.
- Project specific materials:
 1. Tent information and Certificate of Treatment for Flame Retardancy
 2. Supply the wattage of the generator to be used to determined if a permit is required



VILLAGE OF ARLINGTON HEIGHTS
BUILDING & LIFE SAFETY DEPARTMENT
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

FIRE SAFETY PERMIT APPLICATION

Indicate application type: New Application _____

Addendum _____

Job Address: _____ Value of Work: \$ _____

☐ NEW APPLICATION

☐ ADDENDUM TO EXISTING APPLICATION

☐ COMMERCIAL

☐ RESIDENTIAL

PLEASE ALLOW 15 DAYS FOR REVIEW TIME

☐ Fire Sprinkler – Indicate # of Heads ____

☐ Fire Alarm

☐ Above Ground Tank Install

☐ In-Ground Tank Removal

☐ Fire Pump

☐ Commercial Exhaust Hood & Duct

☐ Above Ground Tank Removal

☐ Hazardous Chemicals

☐ Standpipe

☐ Gaseous Suppression

☐ In-Ground Ground Tank Install

☐ Tent

☐ Other _____

Specific Scope of Work: _____

I, the applicant, certify that I have the proper authority to apply for this permit, to list the contractor provided below, and that all information provided is complete and accurate to the best of my knowledge.

Date: _____ Applicant's Signature: _____ Print Name: _____

Phone: _____ Fax: _____

Applicant's Email: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Contractor: _____ Contractor's License # _____

Contractor's Address: _____ Contractor's Email: _____

City: _____ State: _____ Zip: _____ Phone: _____

Owner of Property: _____ Owner's Phone: _____

FOR OFFICE USE ONLY					
			Fire Plan Review Fee	101-432.09	
Fire Plan Review Deposit	101-432.08		Electrical Permit Fee (Where Applicable)	101-432.10	
Date:			TOTAL PERMIT FEES DUE		

Permit No: _____



VILLAGE OF ARLINGTON HEIGHTS
BUILDING & LIFE SAFETY DEPARTMENT
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

APPLICATION FOR ELECTRICAL PERMIT

Indicate application type: New Application _____

Addendum _____

THE PERMIT ISSUED ON THIS APPLICATION IS AUTHORIZED ONLY FOR WORK SPECIFIED. ELECTRICIAN MUST PROVIDE COPY OF REGISTRATION WITH EACH SUBMITTAL. CONTRACTOR MUST GIVE COMPLETE INFORMATION, AS INDICATED BELOW:

DATE: _____ ADDRESS OF WORK TO BE DONE: _____

OWNER OF PROPERTY: _____

OWNER'S ADDRESS: _____ OWNER'S PHONE #: _____

OWNER'S CITY: _____ STATE: _____ ZIP CODE: _____

ELECTRICAL CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S NAME: _____ CONTRACTOR'S E-MAIL: _____

CONTRACTOR'S PHONE #: _____ CONTRACTOR'S CELL PHONE #: _____

CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S CITY: _____ STATE: _____ ZIP CODE: _____

REGISTRATION NO. AND CITY: _____

SPECIFIC SCOPE OF WORK: _____

NEW SINGLE FAMILY DWELLING	
No. of Sq. Ft.	

LIGHTING, CIRCUITS AND OUTLETS	TOTAL #
15 / 20 AMP CIRCUITS	
30 & Up AMP CIRCUITS	

POWER	TOTAL #
AIR CONDITIONERS	
APPLIANCES	
MOTORS	

ELECTRICAL SERVICE: Voltage _____ ☐ OVERHEAD ☐ UNDERGROUND ☐ 100 AMP ☐ 200 AMP ☐ 400 AMP

OTHER: _____

LOW VOLTAGE CABLING/ALARM SYSTEMS:

☐ PHONE ☐ TV/AUDIO ☐ INTERCOM ☐ COMPUTER/NETWORK ☐ SECURITY SYSTEM ☐ FIRE ALARM
☐ OTHER:

SPECIAL EQUIPMENT: ☐ GENERATOR ☐ SWIMMING POOL/HOT TUB ☐ SIGN ☐ OTHER: _____

ELEVATOR: NO OF FLOORS: _____ ☐ NEW ☐ MOD ☐ PLATFORM LIFT ☐ ESCALATOR ☐ DUMBWAITER

☐ OTHER: _____

ELECTRICIAN or AUTHORIZED AGENT

OFFICE USE ONLY

PERMIT NO: _____ FEE: _____

SIGNATURE OF ELECTRICAL INSPECTOR

IMPORTANT
PLEASE READ BEFORE FILLING OUT APPLICATION

A permit must be obtained for all installations or alterations of electric equipment.

A permit must be obtained before the work is started.

Application for the permit must give the location by street and number. Locations on corners will not be accepted. The street number must be correct.

Application must be filled out in its entirety and signed by the Electrician or an Authorized agent.

Electrician must provide copy of registration with each submittal. Both Application and license / registration must be received together or neither will be accepted.

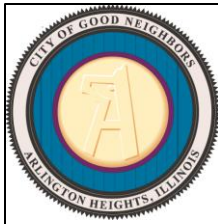
The inspection fee must be paid before a permit is issued. As this fee is based on the apparatus installed, a correct statement of such apparatus must appear on the application.

The permit issued on this application will authorize only work here applied for. If other work is done, it must be covered by additional permits or as an addendum to the existing permit.

Contractor shall not make connection to existing wiring where same is defective. In all cases the contractor installing the apparatus, in addition to existing load, shall be held responsible for any overload of service, branch mains or circuits.

No current shall be used on the apparatus installed under authority of a permit without approval of Building & Life Safety Department.

When this installation is ready to be energized, an inspection must be approved by the Electrical Inspector.



VILLAGE OF ARLINGTON HEIGHTS
BUILDING & LIFE SAFETY DEPARTMENT
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

Fire Safety Tent Permit Information Sheet

Please review the items below carefully and if you understand each item and agree to comply with each as stated please go to the bottom of this document and sign your name where it states that you understand and agree to comply. Tents less than 700 sq. ft. open on all sides do not require a permit.

If any of items 1, 2 or 3 below apply to your situation additional information is required for review before a permit can be approved. Please provide that information with this signed acknowledgement form.

1. If the occupant load of any tent will be **50 or more**, or the sides of the tent(s) are lowered, a detailed site and floor plan is required. The plan should show details for the means of egress (exiting) to include seating capacity, arrangement of the seating and location, exit & emergency lighting, and type of heating and electrical equipment if proposed.
 2. If the sides of the tent(s) is/are **NOT OPEN** there shall be at least one exit and not less than the number of exits required based on the occupant load. An occupant load of 200-499 shall have at least 3 exits which shall be at least 72" wide each.
 3. The width of aisles without fixed seating in public areas shall be smooth-surfaced, unobstructed with a minimum width of not less than 44 inches.
- Access for emergency vehicles shall be provided and maintained at all times.
 - A copy of certificate showing flame retardant treatment is required.
 - Tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
 - Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less from another exit.
 - Aisles shall be maintained clear at all times during occupancy.
 - Exits shall be clearly marked at required exit doorways and where otherwise necessary to indicate clearly the direction of egress.
 - If the sides of the tent(s) are down, the means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
 - Hay, straw, shavings or similar combustible materials shall not be located within any tent.
 - Smoking shall not be permitted in tents "No Smoking" signs shall be conspicuously posted.

- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other **unapproved devices** shall not be permitted inside or located within 20 feet of the tent.
- Portable fire extinguishers shall be provided where any cooking is planned.
- Cooking and heating equipment shall not be located **within 10 feet of exits or combustible materials**.
- Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved before use.
- Cooking tents with sidewalls or drops where cooking is performed shall be separated from other tents by a minimum of 20 feet.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be within 20 feet of a tent.
- The storage, handling and use of LP-gas and LP-gas equipment shall be located outside the tent. Safety release valves shall be pointed away from the tent.
- Generators and other internal combustion power sources shall be separated from tents by a minimum **of 20 feet** and shall be isolated from contact with the public by fencing, enclosure or other approved means.

PLEASE COMPLETE THE AGREEMENT AND UNDERSTANDING TO COMPLY ON THE FOLLOWING PAGE AND RETURN THE SIGNED DOCUMENT TO THIS OFFICE.

Fire Safety Tent Permit Application

AGREEMENT AND UNDERSTANDING TO COMPLY

I, _____ owner of the property at _____, Arlington Heights have submitted an application for a tent permit. As condition of obtaining the permit I understand and agree that I must abide by all Village codes; that the codes listed on this form are the most common, but not necessarily every code that relates to my project.

I also understand the tent shall be inspected and approved after erection and completely set up inside, before allowing occupancy.

Signature of Applicant

Printed Name of Applicant

Date

----- **Office Use Only** -----

Approved by: _____ Date: _____

Comments: