



CITY OF PARK RIDGE

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DEPARTMENT OF COMMUNITY
PRESERVATION AND DEVELOPMENT
BUILDING SAFETY DIVISION

Temporary Tent Guidelines

Municipal Code sect. 15 Chapter 12 AND Zoning Ordinance Section 10.4, & IFC CH.24

Submittal requirements: (Required for a proposed tent that is 400 sf and larger (IFC Chapter 31).

- Complete application
- Written memo on dates of event and type.
- Certificate of fire protection pertaining to the tent
- Site Plan showing tent, location on site, including, if app., cooking area, generator etc.
- Floor plan, if app., showing tables, chairs etc, measurement of egress routes and exit widths.

NOTE: The only time inflatable attractions are required to be licensed are at events that are open to the general public. Typically birthday parties, block parties and other private gatherings are not open to the general public

General Requirements:

- This is a temporary use permit.
- ALL EXITS shall be easily walked through without any zippers or buttons of any sort.
- No flammable materials stored inside the temporary tent.
- Emergency exits per all State and local codes.
- Fire Extinguishers required every 50'
- All electric shall be installed in a safe and proper manner, with no tripping hazard. Generators and lighting must be installed in a manner not to cause a nuisance to neighbors.
- Exits shall be properly marked and labeled
- Aisle width shall be a min. of 36" and must provide sufficient capacity of occupants.
- Table separation shall be a min of 38" for tabletop to tabletop.
- The minimum egress routes shall be a minimum of 44"
- Generators shall be used per manufactures' installation instructions, grounded properly and completely screened from public view.
- Heaters and fuel tanks shall be properly secured and used as per manufactures' installation instructions.

Zoning Ordinance: Section 10.4.C.9.a, Section 10, page 16
Commercial Districts

Tents within commercial districts shall be permitted for no longer than fourteen (14) days and must be in conjunction with a special event of a use located on the same lot. Tents must be removed within two (2) days of the end of the event for which it was erected, but in no case may a tent be in place for longer than fourteen (14) days. Unless waived in writing by the Zoning Administrator, every tent shall comply with the bulk requirements applicable to accessory structures. Additionally, the size and location of tents may be restricted where it is determined that it creates parking and/or access problems on the site.

10.4 TEMPORARY USES

Temporary Use Permit Application

General Provisions

Every temporary use shall comply with all the requirements listed below.

- No temporary use shall be permitted that causes, or threatens to cause, an on-site or off-site threat to the public health, safety, comfort, convenience and general welfare.
- Every temporary use shall be operated in accordance with such restrictions and conditions as the Fire Department may require. If required by the City, the operator of the temporary use shall employ appropriate security personnel.
- No temporary use shall be permitted if the additional vehicular traffic reasonably expected to be generated by such use would have undue detrimental effects on surrounding streets and uses. No temporary use shall block handicapped or fire lanes.
- No temporary use shall be authorized that would unreasonably reduce the amount of parking spaces available for use in connection with permanent uses located on the lot in question. The Zoning Administrator may make an assessment of the total number of parking spaces that will be reasonably required in connection with a proposed temporary use, on the basis of the particular use, its intensity and the availability of other parking facilities in the area. The Zoning Administrator shall approve such temporary use only if such parking spaces are provided.
- No temporary use shall be permitted if such use would conflict with another previously authorized temporary use.
- Signs shall be permitted only in accordance with the Section 14 (Signs).

Permitted Temporary Uses

Carnivals/Circuses

Carnivals/circuses are allowed in any zoning district. These uses shall be evaluated on the basis of the adequacy of the parcel size, parking provisions, traffic access, and the absence of undue adverse impact, including noise, on other properties. These uses need not comply with the yard requirements and the maximum height requirements of this Ordinance. The concessionaire responsible for the operation of any such use shall:

- Submit, in advance of the event, a site layout displaying adequate ingress and egress routes for emergency vehicles with no dead-end aisles.
- Comply with all local regulations.
- Provide refuse containers in the number and locations required by the City. All containers shall be properly serviced.
- Provide for thorough clean up of the site at the completion of the event.
- Provide proof that all amusement devices have been State inspected.
- Upon written notice from the City, immediately stop the use of any amusement device or structure found by the City to pose a threat to the public safety.

Tents

Commercial Districts

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Residential Districts

Tents within residential districts shall be limited to no more than five (5) days and must be located within the rear yard. Such temporary structures shall not include “party tents” that are not intended for living purposes such as camping and sleeping.

Contact the City of Park Ridge upon completion for all rough and final inspections at 847-318-5291.

Review the City Ordinances at www.parkridge.us

To purchase code books, contact ICC at:800-214-4321 / www.intlcode.org

Construction Documents (approved SITE copies) shall be available at all times at the job site. Any alterations to the approved SITE copies must be submitted to the City of Park Ridge in triplicate for review and approval.

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