



CITY OF PARK RIDGE
Department of Community Preservation and Development
Building Safety Division

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www.parkridge.us

Temporary Tent Guidelines (for COVID state of emergency)

These guidelines are intended to assist those commercial establishments interested in erecting a tent, dome or other temporary structure on public or private property during the state of emergency declared by the Illinois governor due to the COVID-19 pandemic. These guidelines are not intended for special events or for private events in residential districts, e.g. birthday party in a backyard.

PERMIT APPLICATION CHECKLIST

- _____ **City of Park Ridge Building Permit Application.** Please ensure the form is signed by the applicant and has all information filled in, including the list of contractors and/or installers. This permit application can be found on line at:
<http://www.parkridge.us/assets/1/Documents/Permit%20Application%202010.pdf>

- _____ **Certificate of fire protection pertaining to the tent material properties.**

- _____ **Site plan.** Site plan, indicating tent, tent size, tent location on site, and, as applicable, generators and or other mechanical/heating equipment as well as routing of electrical power.

- _____ **Floor plan of tent.** Floor plan number and location of tables and chairs, egress route distances and exit locations and width of exits. Also show, if applicable for interior of tent, generators and or other mechanical/heating equipment.

- _____ **Contract.** Contract with company installing tent.

- _____ **Product information.** As applicable, and if not contained in the contract, product data for heating elements. Indicate venting details for gas-fired units and electrical distribution one-line diagram for electrical units.

GENERAL GUIDANCE

- This is a temporary use permit.
- ALL EXITS shall allow free and easy passage without hinderance from any zippers or buttons of any sort.
- No flammable materials shall be stored inside the temporary tent.
- Emergency exits per all State and local codes.
- Fire Extinguishers required every 50 feet.
- All electric equipment and distribution lines shall be installed in a safe and proper manner, without tripping hazards. Generators and lighting must be installed in a manner safe to the public and 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 minimum of 72" 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 installed and operated per manufacturers' instructions. Indicate venting details for gas-fired units and electrical distribution one-line diagram for electrical units as applicable.
- Please self-reinspect your tent's anchors, generator's operation and electrical distribution conditions on a daily basis to confirm they remain in safe operating conditions—the City will be conducting periodic re-inspections.
- Secure the supports of all tents to the ground with stakes or provide water barrels or concrete-filled buckets tied to the tent supports to counteract wind uplift forces. Code design wind speed for Park Ridge is 90MPH.

ZONING RESTRICTIONS (Section 10.4 of the Zoning Code of the City of Park Ridge)

Every temporary tent, dome or structure, 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.
- No temporary use shall block handicapped or fire lanes.
- 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.
- 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).

INSPECTIONS

City personnel will inspect all tents, domes or other temporary structures prior to occupancy and use. Applicants should notify the Department of Community Preservation & Development for the initial set of inspections (tel 847-318-5291). City personnel will conduct periodic food and safety inspections to ensure continued compliance with the approved plans, safety measures, and State COVID guidelines. Those parties deviating from the approved plans and safety measures or COVID guidelines risk revocation of the tent permit.

DIGITAL PERMIT APPLICATIONS

The City offers applicants the opportunity to submit permit applications on line. For more information see the bottom of the page at:

https://www.parkridge.us/living_in_park_ridge/building_permits.aspx