



4 September 2020

114-20

Dear Restaurant and Other Food Establishment Owners and Managers,

In an effort to promote business and assist dining establishments, the City will allow tents, domes or other temporary structures on private property and/or public right of way through October 31. The current partial closures of streets or closures of on-street parking spaces for the accommodation of outdoor seating will remain in effect through October 31.

Restaurants must submit an application for tents, domes or other temporary structures to the City, through this department. The applications will be reviewed in an expeditious manner and applicants will be informed of approval, approval with conditions, or denial. We will provide an explanation for any denial; in most cases applicants should be able to submit additional and/or revised documents for further review.

Please use the City's building permit application form. If you want to submit through our new digital, all-electronic portal, you should use "commercial" from the drop-down list for type, and "temporary tent" from the drop-down list for work class. For info on digital permits, see:

[https://www.parkridge.us/digital\\_building\\_permit\\_and\\_project\\_management\\_now\\_available\\_online/](https://www.parkridge.us/digital_building_permit_and_project_management_now_available_online/)

Staff would be eager to walk you through the process of setting up an account and/or submitting your digital permit.

There are a few pitfalls for permit approval that I would like to note. In reviewing tent permit applications, City staff (to include the Fire Marshall) will be evaluating whether:

- The tents have adequate ingress/egress. Larger tents/domes will need more than one ingress/egress point
- Ingress/egress points will, at a minimum, comply with the Americans with Disabilities Act (ADA).
- Placement of the tent/dome complies with ADA.
- Tents are weighted properly to withstand wind loads.
- Tent weights, guy lines, etc. greatly alter or impede pedestrian flow
- Materials meet flammability requirements
- Heating sources are properly vented, and power supply distribution is safe

- Placement of heating elements is safe
- Seating arrangements comply with the State of Illinois guidance for COVID-19 (please submit a seating plan with your application)

The above list is not inclusive. I advise that you forward any manufacturer's specifications along with the application.

We will distribute an information sheet next week, which will seek to answer some of the questions many of you are sure to have. In the meantime, feel free to submit an application.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Brown", written over a light gray rectangular background.

James A. Brown  
Director, Department of Community Preservation and Development  
City of Park Ridge