Tent and Membrane Structure

Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631
www.hoffmanestates.org/permits

NOTE: Permits are required for tents that are greater than 400 square feet.

Submittal Requirements:
- A scaled plat of survey must be submitted with the properly dimensioned tent location indicated.
- A flame retardant certificate must be submitted.
- A scope of work or contract must be submitted indicating any electrical, heating or other work that will be present.
- A Special Event Permit may be required for large scale events.

Code Requirements:
- Tables, chairs, and other furniture items located within the tent shall be arranged to provide sufficient exit access and means of egress.
- A minimum of one, 10 pound fire extinguisher shall be provided and located within every tent.
- Cooking and the use of exposed flames shall be prohibited within the tent or within 20 feet of the tent, including the use of Sterno and other similar non-electric means of food warming.
- Tents must be a minimum of 20 feet from buildings and parked cars.
- All cord assemblies and wiring shall be protected where exposed to possible damage and be located in a manner that will cause a tripping or contact hazard.
- Illuminated exit signs and emergency lighting is required if occupied after dusk and occupied by 100 or more people.
- Tents shall be staked to the ground or concrete blocks must be used. Water barrels are prohibited.

Inspections:
- An electrical inspection is required for any and all electric involved.
- A final inspection is required upon completion and setup of the tent, prior to the event, and/or occupancy of the tent.

VILLAGE OF HOFFMAN ESTATES

Temporary Tent and Canopy Permit Questionnaire

1. Date and timeframe of event:_____

2. Hours of operation: _____

3. Number of tents:_____   Tent size:_____

4. Tie down method: _____
   (Water barrels are prohibited.)

5. Number of tie downs per support pole:_____

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6. Describe activities pertaining to the event:

   _____

   _____

   _____

7. Describe activities to occur under the tent/canopy:

   _____

   _____

   _____

8. Will food be served, if so how and where will it be prepared?_____

   _____

   _____

9. Is the event open to the public or private? Explain: _____

   _____

10. Will electricity be used? Lighting, warming trays, cooking, etc. Explain: _____

   _____