Tents & Membrane Structures

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

Only tents greater than 400 square feet

Permit Procedure:

☐ Complete and sign a Building Permit Application for tents greater than 400 square feet.
☐ All contractors (tent installer, electrician, etc.) must be listed on permit application, registered and licensed with the Village.
☐ Supply 2 copies of a site plan with the scaled location indicated. Tents must be a minimum of 20 feet from buildings and parked cars.
☐ Supply 2 copies of flame retardant certificate for each structure.
☐ Supply 2 copies of a drawing of the interior setup.
☐ One detailed Scope of Work indicating any electrical, heating or other work that will be present.
☐ A Special Event Permit may also be required for large scale events.

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 lb. fire extinguishers 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.
☐ All cord assemblies/wiring shall be protected where exposed to possible damage and be located or protected from presenting tripping and contact hazards.
☐ 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 use concrete blocks. 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.
☐ Call Code Enforcement at (847) 781-2631 to schedule inspection appointments.