

## Tents & Membrane Structures



### Village of Hoffman Estates

Code Enforcement

1900 Hassell Road

Hoffman Estates, IL 60169

(847) 781-2631

[www.hoffmanestates.org/permits](http://www.hoffmanestates.org/permits)

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### 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.
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