



**CITY OF NAPERVILLE
DEVELOPMENT SERVICES TEAM
APPLICATION FOR TENT PERMIT**

PERMIT # _____

Complete this application and submit it to the Development Services Team (DST), 400 S. Eagle Street, Naperville. *Applications will not be accepted by mail.* For further information, contact the DST at (630) 420-6100 option 2. *The application must include all of the requirements listed on the TENT PERMIT REQUIREMENT SHEET.*

All information must be complete. Incomplete applications will not be accepted.

TENT ADDRESS:

CITY _____ ST _____ ZIP _____

EVENT INFO:

ESTIMATED NUMBER OF ATTENDEES _____

NUMBER OF EVENT WORKERS _____

EVENT DESCRIPTION _____

PROPERTY OWNER:

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

CONTACT PERSON _____

APPLICANT:

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

CONTACT PERSON _____

TENT CONTRACTOR:

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

CONTACT PERSON _____

Total Number of Tents: _____

Date(s) Tent is Required: _____ To _____ Total Days: _____

(Note: Tents can be erected for a maximum of 14 days. If additional days are needed, a Temporary Structure permit is required per Section 5-2A-2 of the Naperville Municipal Code.)

Will you provide any heating, lighting or other electrical service to the tent? If so, describe below.

Proposed Use and Additional Information:

ITEMS SUBMITTED:

**Application
Drawing/Site Plan
Certificate of Flame Proofing**

**Disclosure of Beneficiaries
Cert. of Insurance – City Property Only
Electrical Certification**

I, _____, being the applicant or owner of the premises in which the tent installation(s) shall be made, agree to conform with and abide by all the rules, regulations, and provisions of the City Ordinances pertaining to the installation and maintenance of tents now or hereafter in force.

Signature _____ Date _____

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

TENT PERMIT REQUIREMENTS

1. Certificate of Insurance evidencing General Liability coverage (If on City owned property) with \$2,000,000 combined single limit minimum must be presented and must include the City of Naperville named as additionally insured.
2. Disclosure of Beneficiary form – completed and notarized. (City Clerk’s Office will notarize at no charge to the applicant.)
3. Copy of certificate of flame proofing for tent(s). **(See Exhibit A)**
4. A drawing or site plan showing where the tent(s) will be placed on site, including the dimensions of the tent and indicating the number of parking spaces covered by the tent area **(See Exhibit B)**
5. If applicable, a floor plan and exit plan **(See Exhibit C)**
6. Method used to secure tent to the ground.
7. Tent must be 10’ from the lot line and no closer than 10’ from any other structure on the lot.
8. Wind ratings.
9. The tent may cover no more than 75% of the lot.
10. Provide portable fire extinguishers to be mounted on mast or stay poles, visible for use, for each 2,500 square feet of floor space.
11. No more than four (4) tent permits shall be permitted within a twelve (12) month period, and a period of at least seven (7) days shall be required between each permit period.
12. Fees and Charges: See Building Permit Fee Schedule.
13. If there will be temporary electric service to the tent, a fee will be charged for each service. **The electrical subcontractor must be licensed and bonded with the City of Naperville, and must sign the Electrical Certification Form included with the application.**

14. Tents may be erected for a period not exceeding thirty (30) days for religious, educational or recreational purposes and for a period not exceeding fourteen days (14) for sales or commercial purposes.
15. When the tent is set up, please call the Development Services Team at (630) 420-6100 option 1 to schedule an inspection. The City requires at least 72-hours notice for inspections. Hours to call for inspections are 8:00 a.m. to 4:00 p.m., (closed daily from 1-2 p.m.) Monday through Friday.
16. An evacuation plan should be established for all events; the applicant must be aware and responsible regarding the hazards of weather events.

Open flames for cooking shall be no closer than 20 feet from a tent or canopy.

EXHIBIT A

Certificate of Flame Resistance



REGISTERED
APPLICATION
- SFW-5250N No.

ISSUED BY
Academy Tent & Canvas
5035 Gifford Ave.
Los Angeles, CA 90058
(323) 277-8368

Date treated or
manufactured
03/08/2002

This is to certify that the materials described below hereof have been flame retardant treated (or are inherently nonflammable).

FOR _____ CITY _____
ADDRESS _____ STATE _____

Certification is hereby made that: (Check "a" or "b")

(a) The articles described below this certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

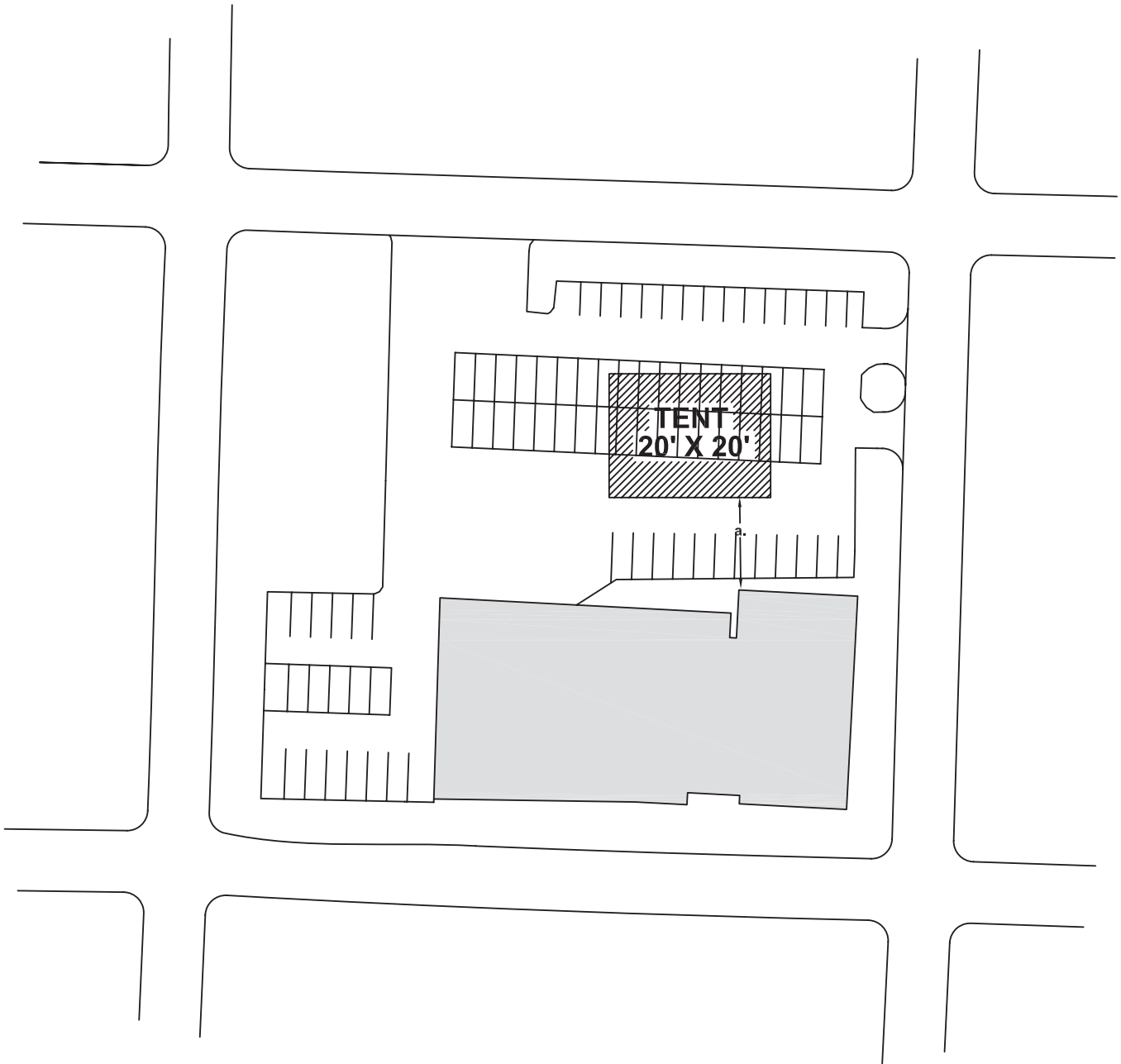
(b) The articles described below hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use; Fabric has been tested and passes

Trade name of flame-resistant fabric or material used VINYL Reg. No.
NFPA701-96.
The Flame Retardant Process Used Will Not Be Removed by Washing
(will or will not)

Name of Applicant or Production Superintendent _____ By _____ Title _____

FLAME SPREAD CERTIFICATE

EXHIBIT B



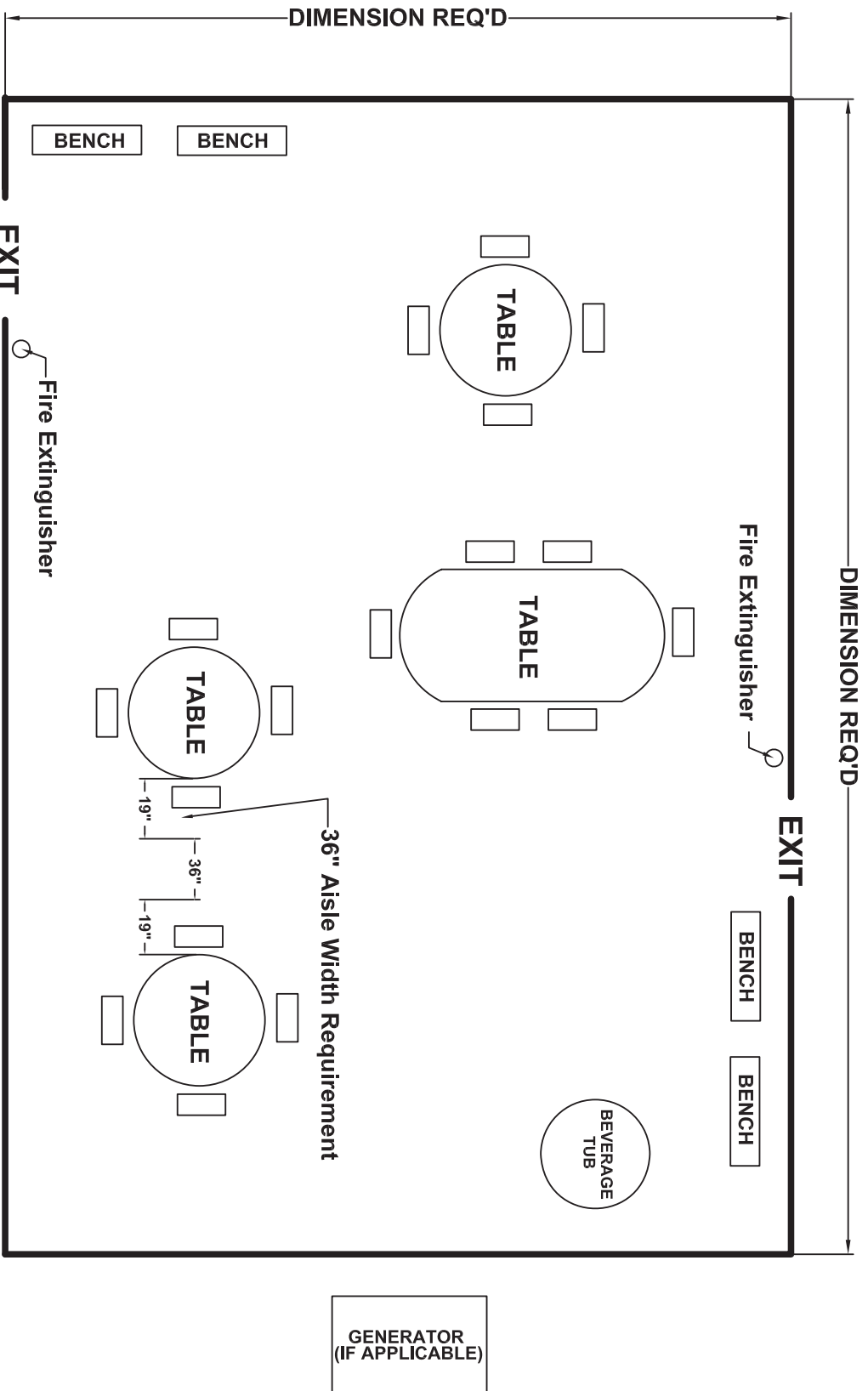
a. Distance from the building to the tent _____

b. Number of parking spaces covered by tent _____

Note: Tent must be, at minimum, 10 feet from building.

SITE PLAN / PLAT OF SURVEY

EXHIBIT C



TENT SEATING PLAN

- All exits shall remain open during hours of operation, or
- Provide detail for exit door hardware.

A. Occupant Load _____



CITY OF NAPERVILLE
DEPARTMENT OF COMMUNITY DEVELOPMENT
ELECTRICAL CONTRACTOR'S CERTIFICATION

Effective immediately, Naperville will require the following formal certification for electrical installation, to be signed by subcontractors and submitted to the City along with the building permit application. Your cooperation is appreciated.

ELECTRICAL CERTIFICATION

The undersigned certifies that

Name of Contractor / Subcontractor

Address

Phone #

Naperville registration #

Has been retained by _____,
Owner / Contractor *

As electrical sub-contractor for _____
Name & Address of Owner

Electrical Sub Contractor
(Signature)

Date

*Contractor will only be noted here if the contractor hired a sub-contractor to do the electric.