

TENT AND CANOPY PERMITS

Effective June 1, 2015, Tent and Canopy permits must be submitted electronically through the Standard Plan Review process using E-Plan. ***Please note:*** *E-Plan permit applications shall be submitted by an Illinois licensed Architect, Structural Engineer or City licensed Permit Expediter.*

1. Tents **equal to or less than 400** square feet no longer require permits.
2. Tents and Canopies that are equal to or greater than 401 square feet require a permit along with the following documents:
 - A. **Completed Tent/Canopy and Platform Application**-The description of Permit shall include: Name of Event, Quantity and Size of each Tent/Canopy.
 - B. **Tent Drawings**
 - i) **Tent area between 401 sf and 599 sf** – Provide tent contractor prepared drawings indicating tent size (length, width and height) on floor plans and elevations. Site Plan indicating distance away from adjacent buildings and location of stakes or ballasts
 - ii) **Tent area 600 sf and above** - Provide Illinois licensed Architect or Structural Engineer prepared drawings (plans, elevations and stake/ballast details) indicating tent size (length, width and height), Site Plan indicating distance from adjacent buildings, location of exits, exit paths and location of stakes or ballasts
 - C. **Wind Resistance Calculation Form** demonstrating compliance with requirements of section 13-52-310 of the Chicago Building Code with Licensed Professional Compliance Statement.
 - D. **Aldermanic Acknowledgement Letter** approval of event temporary tent structures. The letter shall state event name and location.
 - E. **Letter of Intent from Tent Contractor** (stating size of tent/canopy, date(s) of event, dates of set-up and removal and confirmation the tent/canopy will be dismantled if the wind speeds exceed 35 mph)
 - F. **Flame Spread Certificate** (official copy with date – **no older than 7 years from date of application submission**, certificate number, size of tent and material illustrating the Tent Fabric has been fire treated per NFPA 701.
 - G. **Chicago Park District letter** indicating their awareness and approval if on CPD property.
 - H. **High Winds Action Plan** shall state the design wind speed limit for the tent structure and the wind speed and/or time interval prior to the arrival of a storm at which the tent area must be evacuated and at what wind speed or weather conditions the tent shall be dismantled.

Tent/Canopy Reinstatement Permits:

- Tent and Canopy Permits can be reinstated up to 5 years from the original permit issue date when using the same tent quantities, size, connection details and location as well as the same Professional of Record and Installation Contractor. Tent and Canopy Reinstatement permits must be submitted electronically through the Standard Plan Review process using E-Plan. You must include the words “**TENT REINSTATEMENT**” followed by the quantity and size of all tents in the field labeled “description of work.”
- Reinstatements shall be submitted no later than 1 week before the event.
- Reinstatement permits require all items listed above Items **A-H** ((A) permit application, (C) wind resistance calculations, (D) Aldermanic Acknowledgment, (E) Tent Contractor Letter, (F) Flame spread certificate, (G) Chicago Park District Letter (if applicable) and (H) High Wind Action Plan) for new tent/canopy permits except Item B Tent/Canopy drawings. In lieu of item B, Reinstatement Permits will require an electronic copy of the original DOB stamp approved plan set (issued not more than 5 years from original date of submittal)
- Reinstatement tent/canopy permits do not receive a reduction in permit fees.

Tent/Canopy Permit Fees:

- All tent permits follow the fee permit structure within the Chicago Building Code. Department of Buildings Tent fees are assessed per Chicago Building Code Section 13-32-310 (A) and (C). Department of Buildings Tent Fee calculation: *Construction factor of \$0.14 X Scope of Review Factor of 0.5 X Area of tent/canopy (in square feet) = DOB Tent fee (Minimum fee of \$250.00)* Per section CBC 13-32-302, there is a single \$75.00 zoning fee per permit.
Total Tent/Canopy permit fee = DOB Tent fee total (calculation above) + \$75.00 Zoning