



TENTS

TENT GENERAL INFORMATION AND PERMIT PROCESS

A permit is required for large or rented tents. If the tent is for a special event, a [special event permit application](#) is required. You do not need a tent permit for a 10x10 pop-up tent.

Due to the uniqueness of each project, additional information may be required. The information provided is to help guide you through the permit process. It is the responsibility of the property owner and/or designee to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved. Tent permits are currently submitted via mail or at the Village Hall.

Step 1: Permit Application Submittal

- **Permit application must be completed with contractor(s) list and signed** – www.vbg.org/PA
If the event is a special event, there is an [application and approval process](#) that must be submitted as well.
- **Contractor Registration:** www.vbg.org/contractor
All contractors must be registered in the Village of Buffalo Grove for the respective year.
To check the most recent list of registered contractors, go to www.vbg.org/CL.



REQUIREMENTS TO SUBMIT

- Site plan with location and size (dimensions). Include buildings, structures or vehicles in the area and their setbacks from the tent. There should be a minimum clearance of 10 ft setback around the tent of all combustibles or vegetation.
- Provide tent specifications:
 - Rental tents must provide the rental company information.
 - Provide Certification of Flame Resistance copies that must be in accordance with LSC Section 10.3.1 with other means of proving flame resistance.
 - Indicate if sides are present on the tent and if there will be a stage or entertainment.
- Provide the following information regarding the event which the tent will be used for:
 - Event hours
 - Expected number of occupants
 - Indicate if electrical will be run to the tent and if there is heating appliances
 - Indicate if alcohol beverages will be served
 - Indicate if an open flame device or pyrotechnic special effects will be utilized.
 - Must comply with Illinois regulations found in [Title 41 ILL Adm. Code 235](#) Approval that is up to the *Local Authority Having Jurisdiction*.
 - Provided a floor plan that shows the following (if applicable):
 - Tables and chairs
 - Stage or entertainment
 - Heating Appliances
 - Locations of exit and emergency lights (for evening hours)
 - Location of fire extinguishers (one by each exit)
- All materials should be submitted at least two weeks before the event. Village Staff will review the submission and further coordinate with the event manager for issues including but not exclusive to fire or police presence, food preparation, and other items.
- **Delivery Options** – Mail/drop-off, M-F, 8a-4p.
Online acceptance is not available currently for this particular permit.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



Step 2: Processing and Plan Review



- Tent permits are reviewed and inspected by the Fire Department and Building Department. Plan reviews can take up to 10 business days. Permits are reviewed in sequential order. We do not have expedited reviews.
- If any portion of the application is not approved, the applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all the items that need to be addressed before permit issuance. Applicant must respond directly to plan reviewer in writing, providing corrected revisions as directed.
- Once approved, the applicant will be contacted with permit issuance information, fees and payment options.

Step 3: Permit Issuance and Construction Period



- **Permit Fees:** \$100
(Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX)
- **Approved plans** are given to the applicant at permit issuance and must be always on-site and accessible. Plans must be on-site and accessible to inspectors. Permit card must remain posted until final inspections are approved.
- **Construction is permitted** on weekdays, 7am-7pm, and on weekends, 8am-7pm. (Village Municipal Code, Section 9.38.037) No materials or dumpsters are to be stored on the street or in the parkway.
- **Any changes to approved plans**, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- **Permit is invalid** if work does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

Construction Reminders

- ✓ The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.
- ✓ Placement of tents relative to other structures is up to Authority Having Jurisdiction (occupancy, use, openings, exposures).
- ✓ All requirements are subject to change per Authority Having Jurisdiction.

Step 4: Inspections

Review permit issuance page for inspection(s).

Email Directives: www.vbg.org/inspections Email inspections: inspections@vbg.org

Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.

Additional Information and Contacts

VBG building permit documents and most permit inquiries can be found at:
www.vbg.org/permits

Specific permit questions that are not under the VBG permit webpage, can be emailed to:
permits@vbg.org

Shortcuts:

www.vbg.org/shortcuts



www.vbg.org