

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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<http://www.cookcountyil.gov/building-and-zoning>

TENT PERMIT REQUIREMENTS

APPLIES TO ALL TENTS, 144 SQ. FT. OR LARGER

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (pdf format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the Cook County Collector.

When the permit has been reviewed and completed, you will be notified by mail of the final amount due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. **Complete application** in its entirety where applicable. Be sure to print your name, address, phone number and include the property index number in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Submit a **Plat of Survey** signed and sealed by an Illinois registered surveyor that is not more than five (5) years old.
3. Submit a **Site Plan** showing:
 - Minimum ten foot separation from all other structures
 - No smoking allowed, signs must be posted, indicate location(s)
 - Owner must provide a fire watch and submit documentation of such
 - Tent area shall be cleared of combustibles
 - Maximum occupancy signs must be posted and enforced *
 - Fully dimensioned floor plans are required showing all exits, fire extinguishers, seating, and booths.
 - List occupant loads and exist capacity.
 - Show tie down & anchoring requirements.
 - Show interior layout, exit aisles etc.
 - List maximum wind speed permitted for occupancy and use.

* **Note:** Occupancy is calculated as "assembly occupancy", see IBC for how to determine occupancy content. Exit capacity must be provided for occupancy content per above calculations. See IBC membrane structure requirements

4. A Certificate of Insurance is required
5. Current Certificate of Flame Resistance is required
6. Fire extinguishers and their location must be provided
7. A letter and / or contract for portable toilets at sites (minimum of two)
8. A letter of intent from Electrical Contractor (no drop cords)
9. Any **signs used to advertise the sale / event / activity** also requires a permit.

TENT PERMIT REQUIREMENTS [CONTINUED]

10. Electrical Requirements for Tent Permits:

If tent has electric (lights, receptacles, smoke and carbon monoxide detectors, electrical panels, generators, etc.) the following requirements apply:

- Submit letter of intent with detailed scope of work from a registered electrical contractor. Letter of intent must be signed by supervising electrician.
- Submit floorplan drawings showing all electrical (lights, switches, receptacles, exit/EM lights, smoke and carbon monoxide detectors, panels, generators, etc.)
- If a generator is installed, submit cut sheets. Show on drawings location of generator and its dimension to the tent. State on drawings its kw and main circuit breaker size. State on drawings a ground rod will be driven for generator.
- If a generator is installed, or heaters (natural gas or propane) are used, a combination smoke and carbon monoxide detector (may be battery operated) must be installed every 30 linear feet.
- In all closed sided tents 30 x 30 feet and over, a combination smoke and carbon monoxide detector is required every 30 linear feet.
- All receptacles must be marked GFCI on drawings.
- All cords must be sunlight resistant and extra hard usage. All wiring must be neat and protected from damage.
- Show support detail for multiple light arrays and heavy lighting such as chandeliers, etc.

For digital submission of application and supporting documents, please refer to our web site:
<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)

[Cook County Building Permit Application](#)

Revised 08/06/2015