



CITY OF HIGHLAND PARK
TENT PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
 1150 Half Day Rd., Highland Park, IL 60035
 (P) 847.432.0808, (F) 847.926.8885
 (W) www.cityhpil.com, (E) building@cityhpil.com

*Installations must meet 2018 edition of the International Fire Code (2018 IFC).
 Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.*

*****A TENT PERMIT IS REQUIRED FOR ALL TENTS OVER 100 SQUARE FEET*****

Required Documents (other information or documentation may be required based on the details of a property or proposal)	Document Attached
• Site Plan	
○ Clearly indicate proposed location on property and all dimensions	
• Floor Plan	
○ Clearly indicate location(s) of exits and accessible routes	
○ Clearly indicate location(s) of emergency & exit lighting	
○ Clearly indicate location(s) of electrical equipment (2018 IFC 3106.6)	
○ Clearly indicate location(s) of heating equipment (2018 IFC 3107.12)	
○ Clearly indicate location(s) of fire extinguishers (2018 IFC 3105.9)	
○ Clearly indicate location(s) of CO and fire alarms	
○ Clearly indicate location and dimensions of seating (2018 IFC 3103.11)	
○ Clearly indicate locations and methods of anchoring (as per manufacturer’s instructions)	
• Copy of signed rental agreement/contract	
• Copy of tent company’s Illinois business license or registration	
• Certificate of Liability Insurance with the City of Highland Park named as additional insured	
• Certificate of flame resistance (2018 IFC 3104.4)	
• Copy of manufacturer’s installation instructions	
• Severe weather plan for high winds, lightning, etc. (2018 IFC 3106.4.2)	
• Letter of Homeowner’s Association approval (if applicable)	
• Electrical Permit (if applicable)	
• Tree preservation/removal permit (if applicable)	
• Manufacturer’s structural calculations for snow load (if intended for winter use)	
Other Items to Note (not inclusive and specific proposals may follow different or additional requirements)	
• Cooking equipment shall not be permitted inside a tent (2018 IFC 3106.5.1)	
• Tents shall not block access to fire hydrants or other lifesaving equipment	
• Tents shall not be located within 20’ of parked vehicles (2018 IFC 3103.8.2)	
• Approved barriers shall be installed as required	
• An inspection is required before use (requested no less than 48 hours prior)	

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com



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Approval _____

Event Site Address(es) _____

Permit Number _____

REQUESTOR INFORMATION

Business Name(s): _____

Property Owner Name(s): _____

Business Owner Name(s): _____

Mobile Phone 1: _____

Business Address: _____

Mobile Phone 2: _____

Business Phone: _____

Email 1: _____

Email 2: _____

Mobile Phone 1: _____

Date(s) Requested

Mobile Phone 2: _____

From: _____

Email 1: _____

To: _____

Email 2: _____

Event Description: _____

TENT COMPANY INFORMATION

Business Name: _____

Office Phone: _____

Contact Name: _____

Mobile Phone: _____

Business Address: _____

Email: _____

TENT DETAILS

Number of Tents: _____ Tent Size(s): _____

Type **(circle one)**: (A) Top only (B) Sides Down

Electricity? **(circle one)**: Yes / No Source: _____

Heat **(circle one)**: Yes / No Source: _____

Method of Anchoring: _____

Distance to Nearest Building: _____

SIGN & DATE

Business Owner: _____

HP Building Manager: _____

Property Owner: _____
(If different than business owner)

HP Building Inspector: _____

Tent Supplier: _____

HP Fire Inspector: _____

Sign & Date