



## Miscellaneous: Tent:

1. Verify whether subject lot is a Floodplain site- see City's website [www.cityhpil.com](http://www.cityhpil.com), Interactive Maps. If applicable, then scope of work shall comply with the City's Floodplain Regulation, Article XVIII
2. Verify whether subject lot is a Lake Bluff or Ravine site- see City's website [www.cityhpil.com](http://www.cityhpil.com), Interactive Maps. If applicable, then scope of work shall comply with the City's Steep Slope Ordinance, Article XIX
3. Permit Submittal Requirements-
  - a. Installation of a tent over 100 square feet requires a Tent permit.
  - b. Residential, Multi-family and Commercial-
    - i. Tent and Electrical permit applications (or as required based on scope of work).
      1. (2) copies of Site Plan/current Plat of Survey (with Owner's signature/date), showing location of tent, complete with dimensions clearly noted.
      2. Copy of signed rental agreement.
      3. Certificate of flame resistance.
      4. Copy of Illinois business license or registration and certificate of liability insurance with the City of Highland Park named as *additional insured* (if applicable).
    - ii. Copy of Subdivision Covenants/Copy of Homeowners Association Approval Letter/Copy of Condominium Association Approval Letter (if applicable).
    - iii. Residential- proof of Ownership: copy of Owner's Title Policy, a Warranty Deed or a Trustee's Deed and a copy of the Trust Agreement.
    - iv. Tree preservation/removal permit application (if required based on scope of work).
      1. (2) copies of Site Plan with tree survey/inventory (indicating size, location and condition of all trees 6" diam. or greater- measured at breast height, within construction zone), and tree preservation fence plan per the Tree Preservation Ordinance. For questions please call the Forestry Section at (847) 926-1179
  - c. Upon installation, call the Building Division- Inspections at (847) 432-0808, to schedule an inspection a minimum of 24 hours prior to the event.