



Community Development Department

Building Division 847-432-0808

Special Event Permit Application

Tent Permit is REQUIRED if the tent is over 100 square feet.

Submission Requirements: Along with this completed application, please submit signed rental agreement, State business license or registration, Certificate of flame resistance, liability insurance, and sketch of layout for tent.

Date: _____ Event Name: _____

Applicant Name(s): _____ **Must schedule an inspection 24hrs prior to the event**

Event Address: _____ Event Date: _____

Applicant's Phone: _____ Applicant's Email: _____

Property Owner's Name(s): _____

Property Owner's Phone: _____

Property Owner's Address: _____

Number of tents: _____ Tents to be properly secured and certificate of flame resistance displayed

Contractor Signature _____ DATE: _____

GENERATORS: LICENSED ELECTRICIAN REQUIRED

Date: _____ Event Address: _____

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____

Contractor Email: _____

Contractor's License Number: _____

Number of Generators: _____

Contractor Signature: _____

- Must schedule an inspection 24hrs prior to the event:
- Grounding on the generator required
 - Extension cords required to have GFCI & covered
 - Fire Extinguisher required by the generator
 - Avoid tripping hazards with the extension cords
 - Provide copy the electrical license



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