



**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](http://www.cityhpil.com), (E) [building@cityhpil.com](mailto:building@cityhpil.com)

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

**\*\*\*A TENT PERMIT IS REQUIRED FOR ALL TENTS OVER 150 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 & separations (2018 IFC 3103.8)	
• 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 maintain a minimum 20’ separation from surrounding elements (2018 IFC 3103.8)	
• 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](mailto:building@cityhpil.com)**

**PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: [buildinginspections@cityhpil.com](mailto:buildinginspections@cityhpil.com)**



**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](http://www.cityhpil.com), (E) [building@cityhpil.com](mailto:building@cityhpil.com)

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