

# TENT PERMIT REQUIREMENTS

VILLAGE OF TINLEY PARK

16250 Oak Park Avenue, Tinley Park, IL 60477

(708) 444-5100 (708) 444-5199

## A PERMIT IS NOT REQUIRED IF THE TENT IS LESS THAN 401 SQUARE FEET

1. Permission letter from owner of property is required if putting up tent on property owned by others
2. Attach a Plat of Survey with location of tent
3. Tent must be made of Fire Resistant Material, please provide a copy of the certificate.

Owner of Property/Business:	
Contact Name:	Phone:
Address where tent is to be located:	
Event:	
Is Event Open to Public? (circle one)    YES            NO	

**If the tent is to be installed by a commercial tent installer, a Village of Tinley Park Contractors license and a \$20,000 Surety Bond made out to the Village of Tinley Park is required**

Tent Installer:
Address:
Phone Number

Electrical Contractor (if applicable):
Address:
Phone Number:

- Provide layout of table and/or chairs
- If expected occupancy is greater than 50, a detailed site/floor plan must be submitted detailing exits, seating arrangements and type of heating and/or electrical equipment

Size of Tent:		
Start Date Tent Put Up:	End Date Tent Removed:	
Is Tent to have sides?	If so, number of exits provided:	
Number of Fire Extinguishers?	Lighting provided?	Number of Exit Signs:
Space to be used for: (example: dancing, dining, stage, etc.)		
Circle all that apply:    Tables and Chairs    Chairs Only    Standing Room		

Date: \_\_\_\_\_

Applicant signature