

**FTNT – COMMERCIAL TENT - APPLICATION FORM**

<b>FOR OFFICIAL USE ONLY</b>	TOTAL FEE \$ _____	
PERMIT APPLICATION NO	Permit Inspection Fee \$ _____	
1 —	Plan Review Fee \$ _____	
SUBMITTED _____		
NOTIFIED _____		
ZONING _____	WEB www.aurora-il.org	<b>DIVISION OF BUILDING &amp; PERMITS</b> 77 S BROADWAY AURORA, ILLINOIS 60505
	FAX (630) 256-3139	
	TELEPHONE (630) 256-3130	

**LAND / PARCEL INFORMATION**

**PROPERTY ADDRESS** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **UNIT / PHASE #** \_\_\_\_\_ **LOT #** \_\_\_\_\_

<b>COUNTY</b>	<input type="checkbox"/> KANE	<input type="checkbox"/> DuPAGE	<b>TOWNSHIP</b>	11 12 04	<b>TOWNSHIP SECTION #</b>	_____
(CHECK ONE)	<input type="checkbox"/> KENDALL	<input type="checkbox"/> WILL	(CIRCLE ONE)	14 15 07		
				03 01	<b>BLOCK # (if known)</b>	_____
					<b>LOT# (if known)</b>	_____

**PROPERTY OWNER & Contact Name** \_\_\_\_\_

**OWNERS ADDRESS** \_\_\_\_\_

**PHONE #** ( ) \_\_\_\_\_

**FAX #** ( ) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**TENANT & Contact Name** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE #** ( ) \_\_\_\_\_

**FAX #** ( ) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**ZONING INFORMATION**

<b>Zoning</b> (CHECK ONE)	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> PDD
<b>Classification</b>	<input type="checkbox"/> R-4	<input type="checkbox"/> R-4A	<input type="checkbox"/> R-5	<input type="checkbox"/> R-5A
	<input type="checkbox"/> B-1	<input type="checkbox"/> B-2	<input type="checkbox"/> B-3	<input type="checkbox"/> B-B
<input type="checkbox"/> SPECIAL USE (CHECK IF APPLICABLE)	<input type="checkbox"/> M-1	<input type="checkbox"/> M-2	<input type="checkbox"/> O	<input type="checkbox"/> ORI
	<input type="checkbox"/> O	<input type="checkbox"/> ORI	<input type="checkbox"/> RD	<input type="checkbox"/> PDD
	<input type="checkbox"/> DC	<input type="checkbox"/> DF	C.O.A. Required	

**GENERAL SKETCH (PROVIDE FULL DRAWINGS)**

**TIMETABLE INFORMATION**

**SET UP DATE** \_\_\_\_\_

**ALLOW AT LEAST ONE (1) DAY FOR INSPECTION TO OCCUR AFTER TENT HAS BEEN ERECTED, BUT BEFORE OCCUPANCY**

**TAKE DOWN DATE** \_\_\_\_\_

**CONTRACTOR REGISTRATION INFORMATION**

**GENERAL CONTRACTOR** (Check primary contact)   
 CITY OF AURORA  
 G.C. REGISTRATION # \_\_\_\_\_ - \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_  
 N/A  PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
 FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

**ELECTRICAL CONTRACTOR** (primary contact)   
 CITY OF AURORA  
 ELECT REGISTRATION # \_\_\_\_\_ - \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_  
 N/A  PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
 FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

**CERTIFICATION**

This is an application only. Completion of this application does **NOT** entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

**CONTRACTOR** \_\_\_\_\_ (PRINT)

**CONTRACTOR** \_\_\_\_\_ (SIGNATURE)

OR

**OWNER** \_\_\_\_\_ (PRINT)

**OWNER** \_\_\_\_\_ (SIGNATURE)

**GENERAL INFORMATION**

TENT SIZE (IN FEET) \_\_\_\_\_ X \_\_\_\_\_  
 SQUARE FOOTAGE \_\_\_\_\_  
 NUMBER OF SEATS / OCCUPANTS \_\_\_\_\_  
 STAGE  NO  YES  
 COOKING FOOD  NO  YES  
 WARMING FOOD  NO  YES  
 LP GAS ON SITE  NO  YES

**MECHANICAL INFORMATION**

HEAT PROPANE / ELECTRIC  NO  YES

**ELECTRICAL INFORMATION**

ELECTRICITY PROVIDED  NO  YES  
 GENERATOR  NO  YES  
 LIGHTING  NO  YES

**ADDITIONAL INFORMATION**

- TENT USE  SALES
- CIRCUS OR CARNIVAL – ADDITIONAL APPLICATION REQUIREMENTS-CLICK ON LINK BELOW  
[https://www.aurora-il.org/documents/cityclerk/app\\_CarnivalCircusLicense.pdf](https://www.aurora-il.org/documents/cityclerk/app_CarnivalCircusLicense.pdf)
- MUSIC/FESTIVAL – ADDITIONAL APPLICATION REQUIREMENTS-CLICK ON LINK BELOW  
[https://www.aurora-il.org/documents/cityclerk/app\\_MusicFestivalPermit.pdf](https://www.aurora-il.org/documents/cityclerk/app_MusicFestivalPermit.pdf)

You may contact the Clerk's office directly at (630) 256-3070 for additional guidance while application is being reviewed.

**APPLICATION REQUIREMENTS FOR TEMPORARY TENT(S)**

The following items shall constitute a **tent permit submittal**, additional information may be required upon review. Upon submittal acceptance, a permit application number shall be issued to the applicant all future contact with the Building and Permits Division will require this number. At time of submittal one project contact, shall be identified by the applicant (please check the appropriate party as the "primary contact" on the application form). All correspondence between City of Aurora Division of Building and Permits and the applicant will be directed to this individual.

SUBMITTALS TO THE BUILDING AND PERMITS DIVISION ARE INDICATED BELOW. COLLATE YOUR SUBMITTAL INTO TWO SETS

- 1) **Supply copy of flame retardant certification Per 2015 IFC 3104.2**
- 2) **Provide setup and take down dates per 2015 IFC 3103.5**
- 3) **Provide site plan demonstrating location of the tent and distance to surrounding elements per 2015 IFC 3103.8**
  - A) Tents shall be no closer than 20 feet from lot lines, buildings and other tents or membrane structures, parked vehicles, streets, and generators or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the tent per 2015 IFC 3108.2. Provide information on plan showing method used to separate vehicles from tent.
  - B) An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents per 2015 IFC 3103.8.6.
- 4) **Provide floor plan showing all aisles, tables, exits and fire extinguishers per 2015 IFC 3103.6.**
  - A) Tents or membrane structures with an occupant load of 50 or more shall provide a site specific floor plan with application that includes details on means of egress facilities, seating capacity, arrangement of seating and location and type of heating and electrical equipment if applicable (2015 IFC 3103.6)
    - a) Means of egress shall be demonstrated on plans for temporary tents and membrane structures in accordance with 2015 IFC 3103.12.1 through 3103.12.8
    - b) Two exits require for an occupancy loads of 10 to 199 people. Minimum width of each means of egress is 72 inches per the 2015 IFC table 3103.12.2.
- 5) **Provide information on anchorage of tent or membrane structure per 2015 IFC 3103.9.**
  - A) Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request per 2015 IFC 3103.9
- 6) **Source of electric power if used must be documented per the 2015 IFC and 2014 NEC.**
  - A) If electrical lighting is used, emergency lights and exit signs with battery backup are required in accordance with IFC 2015 Chapter 10.
  - B) Portable wiring and equipment shall conform to the requirement of Article 525 of the 2014 NEC.
  - C) Cords shall be provided with mechanical protection where subject of physical damage, cords accessible to the public shall be arranged to minimize tripping hazards and shall be permitted to be covered with nonconductive matting (2014 NEC Section 525.21).
  - D) All wiring for lighting installed inside of tents shall be securely installed and where subject to physical damage shall be provided with mechanical protection, all lamps shall have suitable fixtures or guards to protect from accidental breakage (2014 NEC Section 525.21).
- 7) **Heating and Cooking equipment shall be in accordance with 2015 IFC 3104.15**
  - A) Such equipment shall not be located within 10 feet of exits or combustible materials (2015 IFC 3104.15.3).
  - B) Cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent, canopy or membrane structure. 2015 IFC 3104.15.6.
  - C) Tents where cooking is performed shall be separated from other tents, canopies or membrane structure by 20 feet (2015 IFC 3104.15.5).
  - D) Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables (sterno) butane or other similar devices, which do not pose an ignition hazard, shall be approved. 2015 IFC 3104.15.4.
- 8) **LP Gas. LP-Gas equipment such as tanks, piping hoses, fittings and valves shall be located outside of tents, canopies or membrane structures per 2015 IFC 3104.16.**
  - A) Containers of 500 gallons or less shall have a minimum separation distance of 10 feet (2015 IFC 3104.16.2.1).
  - B) Protection and security. LP-Gas containers shall be located in an approved location and be securely fastened in place to prevent movement and tampering and protected from damage by vehicles or other hazards (2015 IFC 3104.16.3).
- 9) **No smoking signs shall be posted per 2015 IFC 3104.6.**
- 10) **Portable fire extinguishers shall be provided per 2015 IFC 3104.12.**
- 11) **Fire protection equipment such as fire hose lines, water supplies and other auxiliary fire equipment may be required by the code official per 2015 IFC 3104.13.**