



# Village of Oak Brook

## Tent/Membrane Structure Requirements

NOTE: Please include and check off all required documents and information below along with the permit forms attached.

**\*\*Outdoor Dining Area Tent permits are valid for 180 days from issuance**

The following documents are to be submitted along with attached General and Electric Permit	Document attached
<ul style="list-style-type: none"> <li>• Provide site plan showing location of proposed tent</li> </ul>	
<ul style="list-style-type: none"> <li>• Floor plan must be provided including accessible seating, minimum of 2 exits and emergency/exiting lighting if enclosed</li> </ul>	
<ul style="list-style-type: none"> <li>• Grounded, GFCI protection is required on all 100/120 Volt circuits including lighting and heating. Cord connections must be above grade-no plugs on ground</li> </ul>	
<ul style="list-style-type: none"> <li>• Tents shall be secured with stakes or approved concrete blocks. Water barrels are prohibited</li> </ul>	
<ul style="list-style-type: none"> <li>• If intended for winter use, provide structural calculations from manufacturer for approved designed snow load</li> </ul>	
<ul style="list-style-type: none"> <li>• Walkways, sidewalks and accessible routes shall not be blocked or obstructed. A minimum of 5' clear path must be maintained</li> </ul>	
<ul style="list-style-type: none"> <li>• Unless otherwise approved, tents shall not encroach into or obstruct parking lot drive isles, this includes guide ropes/tethers</li> </ul>	
<ul style="list-style-type: none"> <li>• Tents placed in parking lots shall have all sides adjacent to parking areas/drive isles protected with jersey barriers or other approved methods</li> </ul>	
<ul style="list-style-type: none"> <li>• Tents shall not be located within 20' of parked vehicles (2015 IFC 3103.8.2)</li> </ul>	
<ul style="list-style-type: none"> <li>• Fuel burning heating/cooking equipment shall not be permitted inside a tent/membrane structure (2015 IFC 3104.7)</li> </ul>	
<ul style="list-style-type: none"> <li>• Portable fire extinguisher shall be provided (2015 IFC 3104.12)</li> </ul>	
<ul style="list-style-type: none"> <li>• Tent shall not block access to fire hydrants/FDC connections</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide a severe weather plan for high winds, lightning, etc.</li> </ul>	



**GENERAL PERMIT APPLICATION**

1200 Oak Brook Road  
Oak Brook, IL 60523  
630-368-5101

Hours: Monday - Friday 8:00 am- 4:30 pm

Fair market project value at prevailing wage:\$ \_\_\_\_\_

Property Address \_\_\_\_\_ Suite/Floor # \_\_\_\_\_

This project is:  New Construction  Addition/Alteration  Other The occupancy type is:  Commercial  Residential

Tenant/Occupant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: (Street & Town) \_\_\_\_\_ Phone: \_\_\_\_\_

Owner \_\_\_\_\_

Architect \_\_\_\_\_

G. C. \_\_\_\_\_

Electrician \_\_\_\_\_

Plumber \_\_\_\_\_

Excavator \_\_\_\_\_

Concrete \_\_\_\_\_

Mason \_\_\_\_\_

Carpenter \_\_\_\_\_

Sewer \_\_\_\_\_

HVAC \_\_\_\_\_

Roofer \_\_\_\_\_

Description of work: \_\_\_\_\_

\*\*NAME of OWNER/AGENT: \_\_\_\_\_ PLEASE PRINT LEGIBLY

\*\*SIGNATURE of OWNER/AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PLEASE PRINT LEGIBLY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: STREET \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_ ZIP \_\_\_\_\_

ACCOUNTING CODE	FOR OFFICE USE ONLY	AMOUNT
4210	STRUCTURE	
4212	PLUMBING	
4211	ELECTRICAL	
4301	ELEVATOR INSPECTIONS	
4309	INSPECTION FEES	
4215	ACCESSORY STRUCTURES	
4216	HVAC	
4219	MISC. LICENSES & PERMITS	
4303	BLDG. PLAN REVIEW FEES	
4321	ENG. PLAN REVIEW FEES	
1365	RECORDING FEES	
10-1365	BUILDING CONSULTANT	
4332	CONSTRUCTION WATER	
4333	WATER TAP/CONNECTION	
4335	WATER METER	
51-4309	WATER INSPECTIONS	
51-4303	WATER PLAN REVIEW FEES	

**-OFFICE USE ONLY-**

PERMIT NO. \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

Approval is subject to local Codes and Ordinances. Oak Brook follows **ICC CODES, 2015** Edition. Local Amendments are available on the village website. [www.oak-brook.org](http://www.oak-brook.org)

\*\*In addition to the required applications and permit fees, signatory agrees to reimburse the village for any additional fees - including consulting plan review fees within thirty (30) days of the date the village seeks reimbursement for such charges.

**APPROVED**

ZONING \_\_\_\_\_ DATE \_\_\_\_\_

ENGINEERING \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING \_\_\_\_\_ DATE \_\_\_\_\_

**FEE AND BOND TOTALS**

FEES \$ \_\_\_\_\_

BONDS \$ \_\_\_\_\_

