



## 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>	