

APPLICATION FOR TENT/OPEN AIR SALES

VILLAGE OF LIBERTYVILLE

Community Development Department

200 E. Cook Avenue, Libertyville, IL 60048

www.libertyville.com/planning

Phone: (847) 918-2028

Fax: (847) 367-5148

Location Address		Business Name	
Name	Street Address, City, State, Zip	Contact Numbers	
<i>Property Owner</i>		Phone:	
		Fax:	
		Cell:	
<i>Tenant (If applicable)</i>		Phone:	
		Fax:	
		Cell:	
<i>Contact Name</i>		Phone:	
		Fax:	
		Cell:	
<i>Would you like to be contacted via e-mail?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Please provide e-mail address</i>	@		

Tent/Open Air Sale Information

<i>Dates for Tent/Open Air Sale</i>	
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The following information is required in addition to this application:

1. ***A narrative description of the proposed open air sales activity describing the items to be sold, how items will be sold (i.e., tent, from truck, etc.), where on the property open air sales would occur, hours of operation, number of employees, size and location of any proposed tents (include certificate of flame resistance), trailers or temporary signs, proposed utility connections (i.e., plumbing or lighting), and any other pertinent information.***
2. ***A site plan indicating all existing streets, buildings, pavement, and the location of the proposed open air sales. Also indicate the location of any tents, trailers and proposed temporary signs.***
3. ***Written permission from the property owner per the attached form, if necessary.***
4. ***A Certificate of Insurance with general liability in the amount of \$1,000,000 property damage and bodily liability. The certificate shall name the Village of Libertyville as Certificate Holder and Additionally Insured.***

Applicant

<i>All information provided herein is true and correct and all provisions of the ordinances of the Village of Libertyville shall be complied with. I hereby certify that the proposed use is authorized by the owner of record and that I have been authorized by the owner to submit this application as his/her agent.</i>		Received
<i>Print Name of Applicant</i>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other	
<i>Signature of Applicant</i>	<i>Date</i>	

FOR OFFICE USE ONLY:	<i>Zoning Approval</i>	<i>Approval Date</i>
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The Village of Libertyville reserves the right to request any additional information necessary for the review process

**PROPERTY OWNER'S AUTHORIZATION
FOR TENT/OPEN AIR SALES**

DATE: _____

I, _____, Owner/Owner's Agent of the
Property Owner/Owner's Agent
property located at _____, do hereby
Address/Location
authorize _____ to conduct the requested Tent/Open
Applicant
Air Sales activity, as outlined in the Applicant's Tent/Open Air Sales application to the Village
of Libertyville.

Signature

Printed Name

Address

Phone Number



Libertyville
spirit of independence



Village of Libertyville

Tent Requirements

May 2016 Edition

Village of Libertyville

Emergency Tent Evacuation Plan Directions ISC-202

Congratulations on your event, the Village of Libertyville wishes you the best of luck with your event and has adopted the following requirements to help make your event safe and fun for all in attendance.

Sec. 3103.9.1 Notice Required. When a tent permit is issued for a tent which is to be constructed on a street in the Village or on Village property with an expected attendance of more than 50 people or when a tent permit is required and the tent is located on private property where a permit would be required and with an expected attendance of more than 50 people, the following procedures will be required. Notice shall be posted at each tent entrance with 4 inch letters stating; "This tent is not a storm shelter, in the event of severe weather seek shelter in a secure building", the alternative storm shelter, if available, shall be identified. Proper Exit signage shall also be posted directing tent occupants to designated exits.

Sec 3103.9.2 Plan Required. Prior to a tent permit being issued for a tent on a street in the Village or on Village property with an expected attendance of more than 50 people or when a tent permit is required and the tent is located on private property where a permit would be required and with an expected attendance of more than 50 people, the event sponsor must submit an emergency tent evacuation plan to the fire department outlining tent evacuation procedures in the event of severe weather or a fire, how attendee's will be notified in the event of an emergency, event weather monitoring procedures, the name and location of a designated storm shelter. Emergency evacuation plans must be submitted to and approved by the Fire Department a minimum of 5 days prior to the event. Evacuation plans must designate a contact person who will be present during the event. The Village of Libertyville may also order a tent evacuation in the event of severe weather or other emergency.

To help you through this process, the attached form is available for you to use as your

"Emergency Tent Evacuation Plan". We are available to help you with this process, if you have any questions please contact the Libertyville Fire Department at 847-362-5664.

Tent Emergency Plan ICS – 202

This form is the minimum required for submittal and approval of your tent permit, you may submit a different document, however ,it must contain at least this same information.

1. Event Name: Name of event
2. Date Prepared: Date form was completed
3. Time Prepared: Time Prepared
4. Operational Period Date and time of your event
5. General Control Objectives for the Event: In this section please identify your plan for evacuating your tent in the event of severe weather or other emergency. Be specific; identify your storm shelter, evacuation procedures and method of notification.
6. Weather Forecast: Include the weather forecast for the date and time of your event. The weather channel online is a good source for forecast information. Identify how you will monitor for severe weather during the event.
7. General Safety Message: Identify safety items to discuss with event staff prior to the event. This message should consist of the directives you will give event staff prior to the event for emergencies.
8. Required Attachments: Attached required information
9. Prepared by: Name of person making document
10. Approved by: For Fire Department use.

Village of Libertyville Tent Emergency Plan ICS-202	1. Event Name	2. Date Prepared	3. Time Prepared
4. Operational Period (Date and Time)			
5. General Control Objectives for the Event			
6. Weather Forecast for Operational Period			
7. General Safety Message			
8. Required Attachments			
a) Emergency Phone Contact List :			
b) Storm Shelter Location, if any:			
c) Attendee Notification Procedures:			
d) Other:			
ICS-202	9. Prepared by	10. Approved by	

Additional Fire Department Tent Requirements

The following is a list of requirements for obtaining a permit to erect and place your tent in the Village of Libertyville. This list is intended to help you with your event planning and permit application process for a tent. A final inspection may be required by the fire department after the tent is erected, this information will be communicated when your permit is issued. Should you have additional questions please contact the Libertyville Fire Prevention Bureau at 847-362-5664.

- 1) A tent is allowed up for 180 days in a calendar year: January to December.
- 2) The tent must have a flame retardant certificate.
- 3) If the occupant load is greater than 50 people, a detailed site and floor plan must be submitted. The floor plan shall be submitted prior to each event in order to show the following:
 - a) Means of egress (exiting)
 - b) Seating capacity and arrangement
 - c) Type of seating
 - d) Location and type of any heating and electrical equipment
- 4) The tent shall not be located within 20 feet of lot lines or other structures. Exceptions are available to this and will be determined when the applicant applies for the permit. These exceptions can be found in Chapter 31, Section 3103.8.2 of the International Fire Code.
- 5) Fire Department access around the tent shall be approved by the Fire Code Official.
- 6) Exits shall be equally spaced at approximately equal intervals around the perimeter of the tent and located such that all points in the tent are 100 feet or less from an exit.
- 7) Exit doors shall swing in the direction of travel.
- 8) Aisle width shall not be less than 44 inches and aisle width in seating area shall not be less than 1 foot in width for each 50 persons served.

- 9) Exits shall be clearly marked and exit lights shall be installed at required exits. Exit signs can be internally illuminated as per UL 924 or externally illuminated. Specifics on electrical shall be supplied if this is the manner in which the exit signs shall be lit.
- 10) Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at the floor. Electrical requirements can be given at the time of permit.
- 11) All required widths of exits, aisles, and passageway shall remain constant while the tent is up.
- 12) There shall be no hay, straw, shavings, or other like-combustible materials allowed in the tent containing an assembly occupancy.
- 13) Smoking shall not be permitted at any time.
- 14) Open flame or other devices emitting flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent membrane while open to the public unless approved by the Fire Code Official.
- 15) 10 lb portable fire extinguishers shall be provided.
- 16) The occupant load for the tent shall be determined by Chapter 10 of the International Fire Code. This shall be per event.
- 17) Heating or cooking equipment and all of the necessary appliances and fittings shall be installed as specified in the International Mechanical and Fuel Gas Codes.
- 18) All equipment designed to be vented shall be done so by the International Mechanical Code.
- 19) Electrical and cooking equipment shall comply with NFPA 70.

