

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>	

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

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.

Received

Print Name of Applicant

- Owner Tenant
 Other

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Zoning Approval

Approval Date

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



Application Date:

**Permit to Deploy a Tent(s) within the Village of Libertyville
or the Libertyville Fire Protection District**

Company Name:

Contact Name:

Email Address:

Mailing Address:

City, State, ZIP Code:

Telephone Number:

Address of the Tent Deployment(s):

Number of Tents:

Final Date of Event:

The following documents must be accompanying this application form, or the application will be rejected:

- A site plan with the tent deployment area(s) highlighted, with each tent labeled by a number accompanied by their dimensions
- An emergency plan describing the procedure in the event of adverse weather/wind conditions
- An emergency phone contact list
- A current Certificate of Flame Resistance belonging to *each* tent
- A current Certificate of Liability Insurance that is valid at the time of the event

Conditions, surroundings, and arrangements to be in accordance with the Libertyville Fire Protection District Code and Fire Protection District-adopted version of the International Fire Code.

Please make your application fee **(\$60 per tent)** via check payable to the below address.

Libertyville Fire Department / 1551 N Milwaukee Ave / Libertyville, Illinois 60048
p: (847) 362-5664 fax: (847) 362-8829 libertyville.com

Additional Fire Department Tent Requirements

The following is a list of requirements for obtaining a permit to erect and place your tent in the Libertyville Fire Protection District. 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.

I hereby agree that the above requirements established by the Libertyville Fire Department will be enforced by my organization throughout the duration of the event.

Name:

Date: