



VILLAGE OF MOKENA
 COMMUNITY DEVELOPMENT DEPARTMENT
 11004 CARPENTER ST, MOKENA, IL 60448
 (708) 479-3900
COMMUNITYDEVELOPMENT@MOKENA.ORG

Date Received

Temporary Tent Permit and Code Compliance Checklist

Please read, review, and complete this checklist in its entirety and submit it to the Village a minimum of 14 days prior to the date of the event.

Applicant Information

Applicant Name: _____ **Property Owner Name:** _____

Email: _____ **Email:** _____

Phone Number: _____ **Phone Number:** _____

Event Day Contact Name: _____

Email: _____ **Phone Number:** _____

Address of Event: _____

Tent Setup Date: _____

Tent Take Down Date: _____

Tent Information (List all tents. Attach additional pages if needed)

Tent Size (length & width)	Estimated Number of Occupants <ul style="list-style-type: none"> ▪ Maximum 1 person per 7 sq. ft. of area ▪ If over 49 occupants see item #2 below 	Proposed Use of Tent (e.g. sales, dining with tables & chairs, spectator seating, wedding)

(IFC 3103.2)

Submittal Requirements

Small Tents: Tents 400 sq. ft. in size or smaller

- Submit site layout diagram, showing distance to nearby buildings and drive aisles, and any parking, including accessible parking spaces.
- Aggregate area of small tents shall not exceed 700 sq. ft. unless a 12 ft. fire break clearance is provided between groupings

Large Tents: Tents over 400 sq. ft. in size

- Submit interior tent plan diagram showing furnishings layout, designated egress openings, exit signs, and any heating or electrical equipment (IFC 3103.6, 3103.12)
- Submit a site layout diagram showing both the tent and its relation to nearby buildings, other tents, egress from buildings and other tents, cooking equipment, stored fuel (e.g. propane, charcoal), generators, and streets or vehicular drive aisles (IFC 3103.8, 3104.15-19)
- Tent must have a permanent label certifying fire-resistance of the tent fabric. (IFC 2015, 3104.2)
- Aggregate area of all tents shall not exceed 10,000 sq. ft. unless a 20 ft. fire clearance is provided between groupings. (IFC 3103.8.2)

Tent Requirements

1. General: Requirements applicable to all temporary tents (regardless of size)

- Temporary tents are allowed to be erected for maximum of 10 days, and no more than 180 days within any 12-month period on a single premise. (IFC 3103.1, VC 9-14-13-10))
- Tents must be flame-resistance rated per UL701, and shall have a permanently affixed label bearing the identification of size and fabric or material type. (IFC 3104.2) (IFC 3104.3)
- Tents shall not be located within 20 feet of lot lines, buildings, cooking tents, generators, parked vehicles or internal combustion engines. (IFC 3103.8.2)
- Tents 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. (IFC 3103.9)
- Tents must use manufacturer approved stakes or purpose-designed precast concrete ballasts for anchorage. Water filled drums or other unapproved ballasts will only be allowed for tents 144 sq. ft or smaller. (IFC 3103.9, AHJ)
- No tent, regardless of maximum wind speed noted in the manufacturer specification, shall be occupied when sustained wind speeds reach 40 mph or greater. Tent shall be vacated when sustained wind speeds reach 75% of the manufacturer specified wind speed capacity. (AHJ)
- Event organizer shall designate a competent person to monitor the weather conditions during times the tent is occupied. Such person shall have the authority and means to instruct the occupants to evacuate the tent in case of inclement weather. (AHJ)

Designated Weather Monitoring Person: _____
Phone Number: _____

- Standby personnel. Where, in the opinion of the fire code official, it is essential for public safety, the event organizer shall employ qualified persons to remain on duty during the times the tent open to the public, or when activity is being conducted. Standby personnel shall keep diligent watch for fires and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public (IFC 3104.20)
- Smoking shall not be permitted inside tents. (IFC 2015, 3104.6). No smoking signs shall be provided. (IFC 2015 3104.6).
- Portable outdoor gas-fired heaters (propane heaters) are prohibited inside tents. (IFC 603.4.2.1.1)
- All tents shall have 2A10BC fire extinguishers present and mounted near exits, with minimum of 1 extinguisher per every required exit. Extinguishers shall be readily accessible, in operating condition, and have a current annual inspection tag attached. (IFC 906)
- The number of accessible parking spaces in parking lots must be maintained in the same ratio as originally provided. Provide temporary accessible parking spaces and temporary striping at new locations if applicable. (2018 Illinois Accessibility Code)

2. Egress (Exit) Requirements applicable to all temporary tents over 144 sq. ft in size.

- Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more. (IFC 3103.12.6)
- Exit signs shall be listed in accordance with UL 924 as the internally illuminated type or shall be externally illuminated by luminaires supplied by two separate circuits, one of which shall be separate from all other circuits. For occupant loads exceeding 300, exit lights shall be supplied by two separate sources of power, one of which shall be an approved emergency system with a minimum duration capacity of 90 minutes when operated at full design demand. (IFC 3103.12.6.1)
- Exits shall be spaced at approx. equal intervals around the perimeter of the tent and shall be located such that all points inside tent are 100 feet or less from exit. (IFC 3103.12.1)
- Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements (IFC 3103.12.3):
 - a. Curtains shall be free sliding on a metal support. The support shall be not less than 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
 - b. Curtains shall be of a color, or colors, that contrasts with the color of the tent.
- Tents with more than 49 occupants shall have a temporary “Maximum Approved Occupant Load” placard laminated and mounted in a conspicuous location near the tent entrance. Placard will be provided by the Fire District or Building Department after review of this application. (IFC 3103.2)
- Tents with opaque side walls comprising more than 50% of exterior perimeter shall have emergency lights provided with backup batteries or generator in case of power failure. (IBC 1008.3.5)

Number of Required Exits for Tents

Occupant Load	Minimum number of exits	Minimum width of each exit
1-9	1	36”
10-199	2	72”
200-499	3	72”

(IFC 3103.12.2)

3. Cooking: Additional Requirements when cooking near tents (regardless of size)

- Open-flame cooking appliances shall only be used outside and shall not be located under any tent structure unless explicitly approved by the Fire Code Official. (IFC 3104.70)
- Tents where cooking is performed with sidewalls or drops shall be separated from other tents by not less than 20 feet. (IFC 3104.15.4) (IFC 3104.15.5)
- Operations such as warming of foods, cooking demonstrations and similar operations that use electric appliances, solid flammables, butane or other similar devices that do not pose an ignition hazard, may be allowed inside tents, but shall be approved by the Fire Code Official. Electric cooking and heating appliances shall be listed per NFPA 70. (IFC 3104.15.4)
- All vendors shall have a 2A10BC type fire extinguisher present. Class K type is preferred for cooking use, and required if cooking with oil. It shall be readily accessible, in operating condition, and have a current annual inspection tag attached. (IFC 3104.12) (IFC 906)
- Portable LP containers with capacity of 500 gallons or less, shall be located at least 10 feet from any tent, including “cooking tents”. (IFC 3104.16.2.1)
- All propane container, valves, piping and hoses shall be adequately protected to prevent tempering, damage from vehicles, or other hazards. LP containers shall be fastened in place to prevent unauthorized movement (IFC 3104.16.3)
- Will County Health Department License (and Permit) may be required. Contact Will County Health Department at 815-727-8490.

No vendor shall begin operations, including serving any food, or conducting any on-site cooking, without the approval of the Fire, Building and Health Departments.

Contact us on a business day at least 24 hours prior to tent installation to schedule an inspection. Inspection will be conducted when tent is fully erected.

The Fire, Building, and/or Health Departments will make periodic inspections prior to or during the festival. Should you have any questions regarding fire and safety requirements please contact the Village of Mokena at 708-479-3900 or Mokena Fire Protection District at 708-479-5371

I have read and reviewed the above temporary tent checklist, and understand the above noted requirements.

Applicant Name:

Date: _____

Applicant Signature:

For Office Use Only

	Reviewed By	Date	Conditions
Village of Mokena			
Mokena Fire Protection District			