

New Tents:

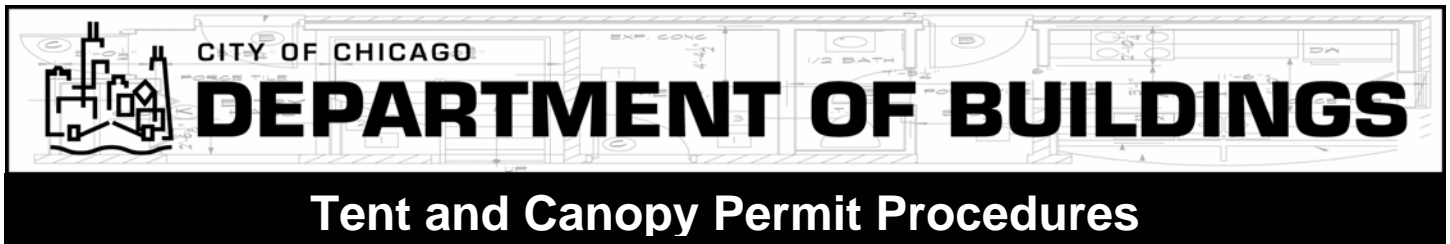
1. You do not need a permit if your tent/canopy is equal to or less than 400 sq. ft.

2. If the tent/canopy is **between 401 sq. ft and 599 sq. ft.**, provide the following:
 - Completely fill out the tent application, it can be downloaded from our website; http://www.cityofchicago.org/content/dam/city/depts/bldgs/general/SPR/Tent_Canopy_and_Platform_App.pdf
 - Provide 3 sets of owner/customer prepared tent/canopy drawings indicating size, height, and distance away from building.
 - Wind resistance calculation form demonstrating compliance with requirements of section 13-52-310 of the Chicago Building Code on the drawings.
 - Also compliance with requirements of section 13-96-490 of the Chicago Building Code on the drawings.
 - A letter from the Alderman where the event will take place, indicating their awareness and approval of the event.
 - A letter by the Tent Contractor (stating the size of the tent/canopy, dates of event and when the tent will be installed and removed, and that the tent/canopy will be dismantled if the wind speeds exceed 35 mph.)
 - Flame Spread Certificate (official copy w/date – no older the 7 years from date of application submission, cert. #, size of tent, and material)
 - If the tent/canopy is being erected on Park District property, a letter by the Park District must be provided, indicating where the event will take place and their awareness and approval of the event.

3. If the tent/canopy is **equal to or more than 600 sq. ft.** provide the following:
 - Completely fill out the tent application, it can be downloaded from our website; http://www.cityofchicago.org/content/dam/city/depts/bldgs/general/SPR/Tent_Canopy_and_Platform_App.pdf
 - Provide 3 sets of architectural/structural engineer prepared tent/canopy drawings indicating size, height, and distance away from building. (Must be stamped and sealed by a State of Illinois licensed architect/ structural engineer)
 - Wind resistance calculation form demonstrating compliance with requirements of section 13-52-310 of the Chicago Building Code on the drawings.
 - Also compliance with requirements of section 13-96-490 of the Chicago Building Code on the drawings.
 - A letter from the Alderman where the event will take place, indicating their awareness and approval of the event.
 - A letter by the Tent Contractor (stating the size of the tent/canopy, dates of event and when the tent will be installed and removed, and that the tent/canopy will be dismantled if the wind speeds exceed 35 mph.)
 - Flame Spread Certificate (official copy w/date – no older the 7 years from date of application submission, cert. #, size of tent, and material)
 - If the tent/canopy is being erected on Park District property, a letter by the Park District must be provided, indicating where the event will take place and their awareness and approval of the event.

Please Note: Due to large number of tent permit request, we recommend that you bring in your paper work as soon as possible, but generally:

- New Tents: no later the 2 weeks before the event
- Reinstatements: no later the 1 week before the event



Reinstating Tents:

1. Previously permitted tent equal to or less than 400 sq. ft. no longer require permits.
2. If the tent/canopy is equal to or more than 401 sq. ft., provide the following:
 - Completely fill out the tent application, it can be downloaded from our website;
http://www.cityofchicago.org/content/dam/city/depts/bldgs/general/SPR/Tent_Canopy_and_Platform_App.pdf
 - Wind resistance calculation form demonstrating compliance with requirements of section 13-52-310 of the Chicago Building Code.
 - Also compliance with requirements of section 13-96-490 of the Chicago Building Code.
 - A letter from the Alderman where the event will take place, indicating their awareness and approval of the event.
 - A letter by the Tent Contractor (stating the size of the tent/canopy, dates of event and when the tent will be installed and removed, and that the tent/canopy will be dismantled if the wind speeds exceed 35 mph.)
 - Flame Spread Certificate (official copy w/date – no older the 7 years from date of application submission, cert. #, size of tent, and material)
 - If the tent/canopy is being erected on Park District property, a letter by the Park District must be provided, indicating where the event will take place and their awareness and approval of the event.

Please Note: Due to large number of tent permit request, we recommend that you bring in your paper work as soon as possible, but generally:

- New Tents: no later the 2 weeks before the event
- Reinstatements: no later the 1 week before the event