



Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

Fire Safety Tent Permit Information Sheet

Please review the items below carefully and if you understand each item and agree to comply with each as stated please go to the bottom of this document and sign your name where it states that you understand and agree to comply. **Tents less than 700 sq. ft. open on all sides do not require a permit.**

If any of items 1, 2 or 3 below apply to your situation additional information is required for review before a permit can be approved. Please provide that information with this signed acknowledgment form.

1. If the occupant load of any tent will be **50 or more**, or the sides of the tent(s) are lowered, a detailed site and floor plan is required. The plan should show details for the means of egress (exiting) to include seating capacity, arrangement of the seating and location, exit & emergency lighting, and type of heating and electrical equipment if proposed.
 2. If the sides of the tent(s) is/are **NOT OPEN** there shall be at least one exit and not less than the number of exits required based on the occupant load. An occupant load of 200-499 shall have at least 3 exits which shall be at least 72" wide each.
 3. The width of aisles without fixed seating in public areas shall be smooth-surfaced, unobstructed with a minimum width of not less than 44 inches.
- Access for emergency vehicles shall be provided and maintained at all times.
 - A copy of certificate showing flame retardant treatment is required.
 - Tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
 - Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less from another exit.
 - Aisles shall be maintained clear at all times during occupancy.
 - Exits shall be clearly marked at required exit doorways and where otherwise necessary to indicate clearly the direction of egress.
 - If the sides of the tent(s) are down, the means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
 - Hay, straw, shavings or similar combustible materials shall not be located within any tent.
 - Smoking shall not be permitted in tents "No Smoking" signs shall be conspicuously posted.

- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent.
- Portable fire extinguishers shall be provided where any cooking is planned.
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved before use.
- Cooking tents with sidewalls or drops where cooking is performed shall be separated from other tents by a minimum of 20 feet.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be within 20 feet of a tent.
- The storage, handling and use of LP-gas and LP-gas equipment shall be located outside the tent. Safety release valves shall be pointed away from the tent.
- Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.

Please complete the agreement and understanding to comply on the following page and return this document to building@vah.com.

Revised 4/17/2024



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Fire Safety Tent Permit Agreement & Understanding of Compliance

I, _____ owner of property at _____,
Arlington Heights have submitted an application for a tent permit. As condition of obtaining
the permit I understand and agree that I must abide by all Village Codes; that the codes
listed on this form are the most common, but not necessarily every code that relates to the
project indicated above.

I also understand the tent shall be inspected and approved after erection and completely set
up inside, before allowing occupancy.

Printed Name of Applicant: _____ Date: _____

Signature of Applicant: _____

-----**Office Use Only**-----

Approved By: _____ Date: _____

Additional Comments:

