



Permit Application Requirements

Complete permit application, online or in-person

Provide copy of a signed agreement or estimate from contractor doing installation

A site plan of the subject property indicating the location of the tent and any surrounding outside area to be used as part of the tent sale must be submitted. All such areas shall be enclosed with a temporary fence.

Specifications on how the tent will be anchored to the ground. Note: All stake anchors must be covered by plastic boots to prevent injury.

Provide a flame spread certification for the tent.

Written approval from the landlord or property owner to erect tent.

An interior layout of the tent indicating the minimum aisle widths will be 44 inches.

The hours of operation must be provided.

The location of emergency exit lights should be shown if the tent will have side panels.

Construction and Regulation Requirements

If any signage will be displayed in conjunction with the tent event, a separate Special Promotion Sign Permit must be obtained.

If the tent is erected for the purpose of a "tent sale", a tent sale permit must be applied for and obtained from the Village Clerk office. A maximum of one (1) tent sale is permitted per lot per calendar year. The tent sale shall not exceed twenty-one (21) consecutive days if on common facilities of a shopping center or ten (10) consecutive days if on a single commercial lot.

Establishments participating in the tent sale shall only be those occupying a licensed space on the property on which the sale is being conducted or in the shopping center if on common facilities of the shopping center.

Refer to ordinance 58-771 & 58-772, you may see the full municipal ordinance under Article XXVI section 58-771, available on line at the Village of Hanover Park web site:

- Section 58-771: "(b) A "tent sale" is the outside storage and sale of goods, materials and products which are normally sold by a licensed commercial establishment under cover of a temporary structure and may in addition include a temporarily fenced-in area around the structure on the property owned or leased by that establishment."

- Section 58-772:“(10) The tent sale area shall include both the area of the structure and any adjoining fenced-in area, and shall not cover more than five percent of the total number of parking spaces available to the applicant.”

The following regulations shall be the minimum requirements for the issuance and maintenance of a tent sale permit:

Applications for a tent sale permit shall be made at least 30 days prior to the day of the commencement of the sale by the licensed commercial establishment and if in a common parking facility or area by the owner or managing agent of that common facility.

Only one tent sale shall be permitted per calendar year on common facilities of a shopping center or on a single commercial lot.

The tent sale shall not exceed 21 consecutive days if on common facilities of a shopping center or ten consecutive days if on a single commercial lot.

The tent may be erected two days before the start of the sale and must be dismantled within two days following the sale.

A building permit must be obtained, and the tent must comply with all building code requirements.

The tent must be securely fastened to the ground.

The tent shall not block any fire hydrants nor hinder emergency access to the area.

The tent shall be located a minimum of 25 feet from any public street.

The tent sale area shall include both the area of the structure and any adjoining fenced-in area and shall not cover more than five percent of the total number of parking spaces available to the applicant.

Tent sale hours shall be limited to the hours between 8:00 a.m. and 10:00 p.m.

Establishments participating in the tent sale shall only be those occupying a licensed space on the property on which the sale is being conducted or in the shopping center if on common facilities of the shopping center.

The applicant shall provide security services during the period of the tent sale permit including all non-sale hours and file with the application the name, address, and phone number of the provider of its security services.

Inspections

Call Inspectional Services to coordinate Final inspection upon installation of the tent (630)823-5860.

Coordination of a Health inspection shall be required if sales of any food or drink items are involved.