



I certify that I have received a copy of these regulations and will comply with the regulations contained herein.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

INSPECTIONAL  
SERVICES DIVISION  
630-823-5860

VILLAGE OF HANOVER PARK FIRE DEPARTMENT  
**Temporary Outdoor Dining Permit**

Updated May 2023

### Permit Application

1. Outdoor dining shall be permitted annually between May 01 and October 31.
2. A permit is required to temporarily expand outdoor food service for restaurants. Your application may also include a proposal to use a temporary tent at your discretion.
3. An informational handout for temporary tents is also available if a temporary tent will be added.
4. Submit a completed permit application for a **Temporary Outdoor Food Service Permit**.
5. Submit a signed Outdoor Dining Indemnification and Hold Harmless Agreement.
6. Include a site plan or aerial image showing the approximate location for outdoor food service relative to the existing restaurant and surroundings. A plat of survey is not required.
  - Overall dimensions of the outdoor food service area.
  - Dimensions relative to existing structures and other site features such as walkways, parking, and carry-out/curbside service areas.
  - Entrance and exit points from the proposed outdoor food service area.
  - The placement of tables, with dimensions showing spacing to allow aisles and proper social distancing.
  - Location of tent, if applicable. (A separate Permit is required for a Tent, if one is proposed)
  - Locations for anchoring devices of tent, if applicable.
  - Photos showing the area where the outside food area is to be located.
  - Locations of required portable fire extinguishers.
7. Submit a drawing of the proposed outdoor food service area. Include the following:
8. Restaurants providing temporary lighting shall submit for approval a temporary lighting plan with their permit application. The lighting plan shall comply with all relevant provisions of adopted village codes and ordinances.
9. Approved permits shall be valid from the day they are issued until October 31 of the issued year, unless revoked or rescinded prior to expiration. Modifications such as heaters or shelter require a permit modification.
10. Approved documents shall remain on-site at all times and will be subject to inspection and verification.

### General Requirements

1. Permit submittals shall comply with all Hanover Park adopted codes and ordinances as well as all County, State, and Federal guidelines for health and safety.
2. Permit applicants will be required to comply with the Hanover Park Administrative Policy Directive **Outdoor Dining**. These guidelines are available to all applicants.

### Inspection

1. A final inspection is required prior to occupancy to verify compliance with approved permit submittal documents and all applicable codes.



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