



DuPage County Building Department

Building Division

Temporary Structures (Tents & Membrane Structures)

(For tents & membrane structure in excess of 400 sq. ft.)



The following are guidelines and requirements to assist in temporary structures such as tents and other membrane structures. This information is provided to identify minimal requirements for the Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

Requirements to submit: (Permits must be submitted to our department in person)

1. Application form for new construction and commercial permits - Type II & III (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents). **Please provide setup and take down dates on the top of the form.**
2. Plat of Survey/site plan
3. Construction plans- Showing supports, entry & exit into the membrane structure.
4. Trust Disclosure for properties in a trust

1. The [Type II & III application](#) to be filled out completely. **Please provide setup and take down dates on the top of the form.**

- Owner's name, address, phone number, email address
- Site address
- Property on water/sewer or well/septic
- Electric amp service size, wire circuit count and a brief description of the project
- Contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance)
- Signature of property owner. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.

2. Provide 6 copies of the plat of survey or site plan accurately showing the proposed location of the tent, indicating the distance from other buildings, parking, lot lines or other membrane structures.

3. Provide 2 copies of constructions plans **meeting and reflecting the current building codes. For tents over 5,000 sq. ft.:** include structural calculations, signed and sealed by a registered Illinois architect or structural engineer.

In addition, 2 sets of the manufacturer’s construction plans and specifications are required, also signed and sealed by a registered Illinois architect or structural engineer for tents over 5,000 sq. ft. (No PE stamp) – please include 2 copies of the following as well:

- Provide plan showing all aisles, tables, exits & fire extinguishers.
- Provide plan showing source of electric power, lighting, exit lights and emergency lights.
- Provide cut sheets for membrane envelope (including flame spread information)
- If flooring is used, provide specification for the floor (including flame spread information)
- Provide cut sheets for any other elements attached to the membrane structure.

4. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements at permit issuance:

5. Fees
6. Contractor Registration

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5. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)

6. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and must be current at permit issuance.

**Minimum Building Code Requirements:**

**(Shall meet all applicable requirements of the following codes)**

- 2015 International Building Code, [Article VII, Section 8-700](#)
- 2014 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- 2015 International Fire Code, [Article XI, Section 1100](#) (Chapter 31)

**Minimum Guideline: (including the following, but not limited to - See IFC chapter 31)**

- Permit required with all required documentation.
- Maximum period allowed is 180 days. Please provide exact dates of erection & take down.
- “NO SMOKING” signs shall be posted.
- Fossil fuel or LP-gas equipment shall not be allowed within the envelope.
- Fireworks shall not be used within 100 feet of the membrane structure.
- Finished Floor to be Class A - Flame-spread 0-25
- Class A sub floor such as FRT is required on tent area over 5,000 sq. ft. or occupant load of more than 200

**Minimum Zoning Requirements:**

**37-408.4: Tents:** *Tents* are *temporary* uses which shall not be erected, used or maintained on any zoning lot except for limited periods of time for such uses as carnivals, church socials, *tent* sales, wedding and yard parties. *Tents* regulated in this section shall not include *tents* designed for and used for personal recreation in residence districts.

Tents shall observe all yard setback requirements in the districts where located and, if involving a commercial, office or industrial use, shall provide on-site parking of customer vehicles in accordance with Article XII of Chapter 37 of the County Code.

**R-1 Single Family Residence District:** Front yard = forty (40) ft.; Corner Side yard = forty (40) ft.; Side yard = twenty (20) ft.; Rear yard = fifty (50) ft.

**R-2, R-3 and R-4 Single Family Residence District:** Front yard = thirty (30) ft.; Corner Side yard = thirty (30) ft. (where a zoning lot is less than seventy-five (75) ft. wide the Corner Side yard is twenty (20) ft.); Side yard = ten % of the average lot width but does not need to exceed ten (10) ft.; Rear yard = twenty-five (25) ft.

**For information regarding General Residence Districts (R-5, R-6 and R-7), or Business (B-1 & B-2), Office (O & OR) and Industrial (I-1 & I-2) please consult the DuPage County Zoning Ordinance or contact the Zoning staff at 630.407.6700.**

### **Drainage Requirements:**

If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See [Sec.8-128.2](#) of the County's Building Code for Minimum Plan Requirements.

**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling) Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupageco.org/building](http://www.dupageco.org/building).