VILLAGE OF WESTMONT

PLANNING AND ZONING COMMISSION

MEETING DATE: December 09, 2015 **AGENDA ITEM: PZ 15-026**

TITLE: Village of Westmont for the following:

(A) Amend Appendix A, Article IV, General Provisions, Section 4.09, Trailers, tents and boats, of the Westmont Zoning Code to create tent permit provisions to allow for referenced standards including classification, duration of approval, inspections and fees.

(B) Amend Appendix A, Article XIV, Definitions, (B) Definitions, of the Westmont Zoning Code to include tents.

BACKGROUND OF ITEM

This text amendment was prompted by staff discussions regarding a concern that existing code does not have provisions for minimum permitting standards specific to tents. While tents have been regularly permitted through the Building Division and reviewed by the Fire Prevention Bureau, municipal code does not address specific construction requirements, periods of use, types of use, size standards, or consistent permit fees.

Based on recommendations by the Director of Fire Prevention, following a positive discussion at the October 15, 2015 Community Development Committee meeting, staff recommends adopting language into the code to allowing for minimum standards in the tent permit process including:

- Categorizing tents by use and size with specific requirements and permit fees based on these defined classifications
- Specific time limitations
- Inspection requirements
- Contractor requirements including proof of liability insurance
- Referencing standards as defined by the International Fire Code (IFC), International

Building Code (IBC), National Fire Protection Association (NFPA) and National Electric Code (NEC).

- Creating a clear referenced definition of a tent.

As multiple applicable codes can affect permit requirements, amount of review and number of inspections, staff has prepared ordinance language that provides the needed flexibility to the process. The permit application will outline requirements specific for each tent, allowing for simple revision as codes are refined and improved. The prepared language for the text amendment and sample permit application packet can be found in the attached draft documents.

SUMMARY

Staff recommends the above text amendments to the Westmont Code of Ordinances to allow for minimum tent requirements to address safety concerns, verify proper installation and ensure uses compliant with building, fire and zoning requirements. These provisions allow code to reference standards to classify tents, uphold multiple governing building and fire codes, and establish fees based on required administrative time.

ATTACHMENTS

- Public hearing notice appearing in the November 25, 2015 edition of Westmont Suburban Life
- Draft Tent Permit Application Packet
- Proposed Ordinance with text revisions and additions

WESTMONT THE PROGRESSIVE VILLAGE westmont.illinois.gov

Community Development Department

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6250 Fax: 630-968-8610

TENT PERMIT APPLICATION

DATE OF APPLICATION		PERMIT #	
APPROVED DATES	FROM TO	FEE	$

1. ADDRESS OF TENT INSTALLATION

ADDRESS	

1. APPLICANT INFORMATION

FULL NAME			
ADDRESS			
PHONE (H)		PHONE (C)	
EMAIL			

2. EMERGENCY CONTACT AND/OR OWNER INFORMATION

FULL NAME			
ADDRESS			
PHONE (H)		PHONE (C)	
EMAIL			

3. TENT INFORMATION

*see flow chart on reverse side to determine correct classification

TENT CLASSIFICATION* (circle one)	COMMERCIAL 120 UNLIMITED Maximum 120 days	COMMERCIAL 60 UNLIMITED Maximum 60 days	COMMERCIAL LIMITED Maximum 7 days	PRIVATE Maximum 2 days
Maximum Days are as defined by the IFC and IBC; however, Tent Sales have additional time restrictions as defined in Westmont Zoning Code Appendix A				
PERMIT FEE	$300	$200	$100	$0
TENT USE (Description)				
REQUESTED DATES	FROM	TO	# DAYS	

4. CONTRACTOR INFORMATION

NAME			
ADDRESS			
PHONE (W)		PHONE (C)	
EMAIL			

5. REQUIRED SUPPORTING DOCUMENTATION

1. SITE PLAN: Include tent location, dimensions, major cross roads and nearby buildings.
2. CERTIFICATE OF INSURANCE : As provided by TENT CONTRACTOR

5. VERIFICATION

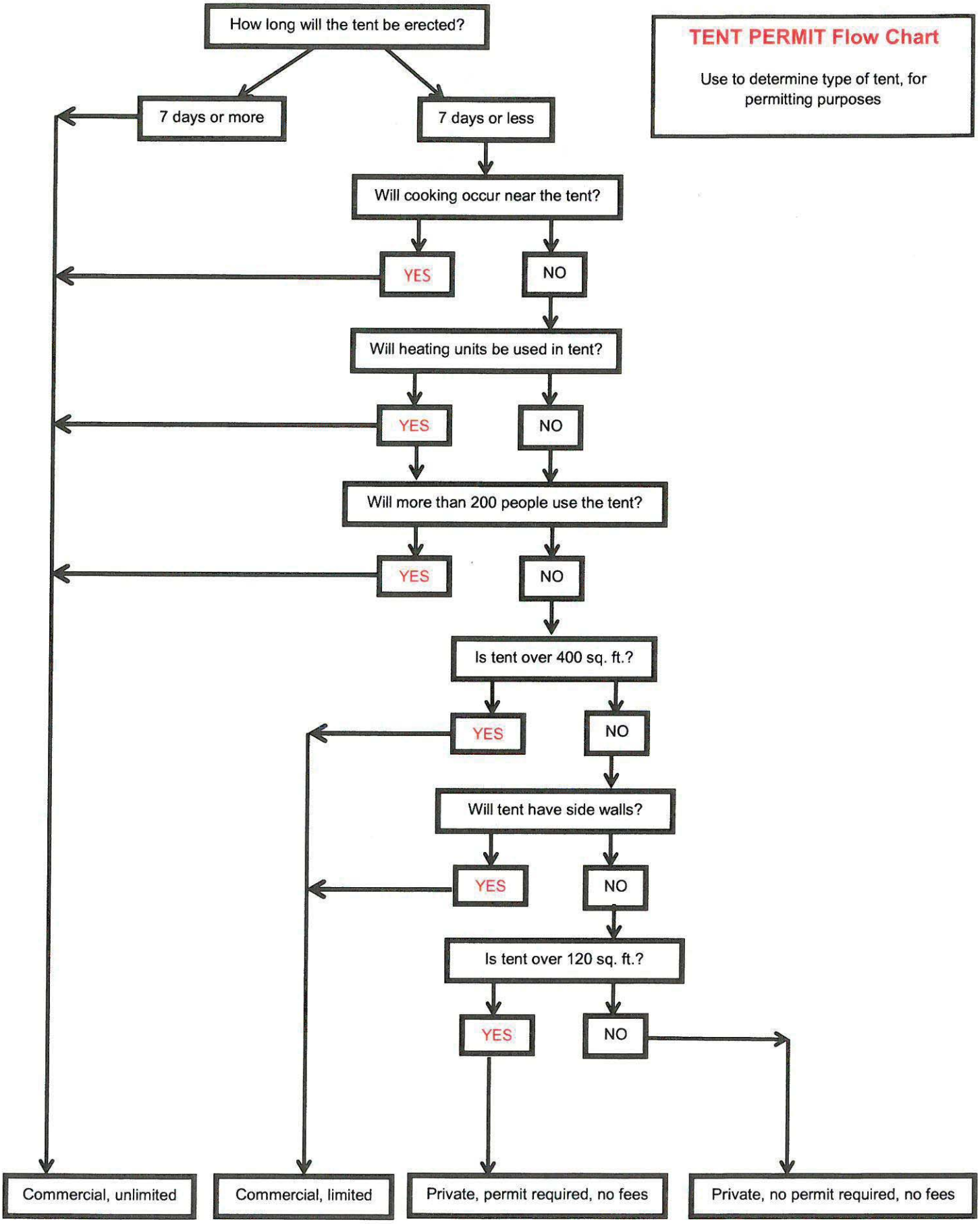
Applicant agrees to allow Village staff personnel to access the property for the purpose of verifying complaince with all applicable codes.
BY SIGNING THIS DOCUMENT, I UNDERSTAND AND AGREE TO THE CONDITIONS SET FORTH.

APPLICANT:		DATE:	

OFFICE USE ONLY						
WFD APPROVAL		DATE:		REQUIRED INSPECTIONS	SET-UP	60 DAY
CDD APPROVAL		DATE:		REQUIRED INSPECTIONS		TENT REMOVAL

TENT PERMIT Flow Chart

Use to determine type of tent, for permitting purposes



TENT USE CATEGORIES defined;

A. **Commercial unlimited, use over 7 days –** temporary erection and use of a tent for the purpose of mercantile sales, or assembly purposes. This temporary use is limited to **4 months (120 days)** from the date of permit approval.

   a. Occupancy up to 500 patrons is allowed

      i. Occupancies above 500 people requires special considerations, contact the Westmont FPB for direction.

   b. Cooking shall be allowed near these tents per IFC limitations.

      i. All open flame cooking devices must be at least 10-feet from any tent.

   c. Sidewalls are allowed on these tents, with compliant egress as per International Fire Code (IFC) and International Building Code (IBC) requirements.

   d. Portable heating units are allowed to be used under these tents provided that;

      i. Portable heating units are United Laboratories (UL) listed

      ii. Heating units meet the requirements of the National Fire Protection Association (NFPA)

   e. Any temporary lighting shall be listed for outdoor use.

      i. Extension cords;

         1. Shall meet all IFC, IBC, and National Electric Code (NEC) requirements.

         2. Shall be rated for exterior use

   f. Inspections of the tent shall be required every 60 days

B. **Commercial limited, use less than 7 days –** temporary erection and use of a tent for the purpose of events where people assemble under the tent, public or private. This use is limited to **7 days** from the date of permit approval.

   a. Occupancy up to 200 patrons is allowed

   b. Cooking shall **NOT** be allowed under or near these tents.

   c. Sidewalls are allowed on these tents, with compliant egress as per International Fire Code (IFC) and International Building Code (IBC) requirements

   d. Portable heating units shall **NOT** be allowed under these tents

   e. Any temporary lighting shall be listed for outdoor use.

      i. Extension cords;

         1. Shall meet all IFC, IBC, and National Electric Code (NEC) requirements.

         2. Shall be rated for exterior use

   f. If any of the above provisions cannot be met, the tent will be classified as Commercial Unlimited.

C. **Private – tents; 120 - 400 square feet** - temporary erection and use of a tent for private use only, on public or private property. This use is limited to **48 hours.** **A permit shall be required** for the erection of tents under this category, there are no fees or inspections associated with the erection and use.

   a. Tents shall be limited to **400 square feet or less**

   b. Cooking shall **NOT** be allowed under these tents.

c. Sidewalls shall **NOT** be allowed on these tents

d. Portable heating units shall **NOT** be allowed under these tents

e. Any temporary lighting shall be listed for outdoor use.

i. Extension cords;

1. Shall meet all IFC, IBC, and National Electric Code (NEC) requirements.

2. Shall be rated for exterior use

f. If any of the above provisions cannot be met, the tent will be classified as Assembly or Commercial.

D. **Private – tents; 120 square feet or less** - temporary erection and use of a tent for private use only, on public or private property. This use is limited to **48 hours.** A permit **shall NOT be required** for the erection of tents under this category.

a. Tents shall be limited to **120 square feet or less**

b. Cooking shall **NOT** be allowed under these tents.

c. Sidewalls shall **NOT** be allowed on these tents

d. Portable heating units shall **NOT** be allowed under these tents

e. If any of the above provisions cannot be met, the tent will be classified as Assembly or Commercial.

For **Commercial Unlimited, Commercial Limited,** or **Private Tents 120 – 400 sq. ft.**, as described above A Tent Permit shall be required;

1. All tent use and erection shall comply with the **International Fire Code Sections 3101, 3103 and 3104.** Relevant code sections are attached to the Tent Permit Application.

a. The entity requesting the Tent Permit is responsible to ensure the tent is compliant and all required inspections are completed prior to use.

i. Third party contractors who deliver, erect, and take down tents shall abide by all Village of Westmont Ordinances as they pertain to contractors.

ii. Third party contractors that supply tents shall provide a copy of Certificate of Insurance;

1. For **Commercial Unlimited and Commercial Limited Tents** a minimum $1,000,000 liability coverage is required.

2. For **Private Tents 120 – 400 sq. ft.** a minimum $ 250,000 liability coverage is required.

b. The Westmont Fire Department, Fire Prevention Bureau (FPB), Director of Community Development, or Police Department have the authority to immediately cease the use of **any** tent if safety concerns arises.

2. Tent Permits shall be applied for at the Village of Westmont Community Development Department. The Tent Permit Application, provided for by the Village Clerk, shall be completed in entirety. (See Tent Permit Application)

a. Application for a Tent Permit shall include the following information;

i. Completed Tent Permit Form.

1. Purpose tent will be used for

2. Type of tent to be erected (Commercial Unlimited, Commercial Limited Private 120-400 sq. ft. or Private under 120 sq. ft.)

3. Name of person or entity requesting the Tent Permit
4. After hours contact information for responsible party
5. Name and contact information on third-party tent contractor
    a. Legal address
    b. Copy of Certificate of Insurance
    c. Emergency contact numbers
6. Duration that tent will remain erected
7. Sketch drawing showing site location and size of tent

3. Tent Permit Fees;
    a. **Commercial unlimited, use over 7 days (up to 60 days)** - $200
        i. This fee includes one (1) inspection from the Westmont FPB and Westmont Community Development to ensure the tent is properly set-up and secure. If additional inspections are required, inspections are billed at $50 per inspection.
    b. **Commercial unlimited, use over 60 days (up to 120 days)** - $300
        i. After 60 days from the tent erection (commercial unlimited use over 7-days), code requires a subsequent inspection to ensure tent integrity remains.
        ii. Tent use over 120 days requires additional review by Westmont Community Development.
    c. **Commercial limited, use less than 7 days** - $100
        i. This fee includes one (1) inspection from the Westmont FPB and Westmont Community Development to ensure the tent is properly set and secure. If additional inspections are required, inspections are billed at $50 per inspection.
    d. **Private – tents; 120 - 400 square feet** – <u>permit is required</u>, $0
        i. There are no inspections required for this use.
        ii. No fees for this use.
    e. **Private – tents; 120 square feet or less** – No permit required, $0
        i. No permit is required, no fees
        ii. Private tents that are found to be over 120 square feet or are being used for Commercial use (as noted above) will be subject to permit requirements and fees (if applicable).

    f. Events involving more than 1 tent.
        i. Fee waivers or reductions in fees for events that require multiple tents may be granted by the Westmont Village Board. All requests for fee reductions or waving shall be made in writing to the Westmont Director of Community Development.
4. Tent inspections shall be scheduled directly with the Westmont Community Development Department
    a. An inspection by the Westmont FPB and Westmont Community Development Department are required before the tent may be used.
    b. Tents erected over 60 days must be inspected a second time.