



# City of Prospect Heights

Office of the City Administrator  
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070  
Office: 847/398-6070 FAX: 847/590-1854 - [www.prospect-heights.il.us](http://www.prospect-heights.il.us)

## SPECIAL EVENT PERMIT APPLICATION

ADDRESS OF EVENT: \_\_\_\_\_

DATE and TIME OF STARTING THE EVENT: \_\_\_\_:\_\_\_\_ / \_\_\_\_/\_\_\_\_

DATE and TIME OF ENDING THE EVENT: \_\_\_\_:\_\_\_\_ / \_\_\_\_/\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

GROUP or ORGANIZATION HOLDING the EVENT: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
PERMIT #	_____
DATE ISSUED:	_____
Check Number(s)	_____

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please provide a detailed site plan and respond to the following questions:

YES	NO	QUESTION
		Will the streets be closed?
		Will you need barricades(8) delivered from PW(PW will deliver on Fri. and pick up on Mon. except holidays)
----	----	If so what Corners do you want the barricades to be delivered(e.g.: NW of Maple and Elm)
----	----	
		What street will be closed? From what point or intersection to what point or intersection?
----	----	
		Will you request anything from the Fire Department to visit? If so they will contact you
		Will you request anything from the Police Department to visit? If so they will contact you
		Will there be tents on City property? If so include required details on your site plan
		Will there be a charge to attend?
		Will there be live entertainment? If so include required details on your site plan
		Will items be sold at the event?
		Will alcohol be at the event? (Not allowed to be consumed on City property)
		Will food be sold at the event? (Not allowed to be sold on City property)
		Will there be an electric generator at the event? If so include it on your site plan w/cord locations

### Condition of Permit (if applicable)

- The event leaders shall ensure everything is cleaned up. The event shall not damage the City street, parkway, tree(s) and/or Right-of-way In any way. The event shall obey all noise regulations
- The Applicant certifies to the correctness of this form and all documents submitted. The applicant understands it is their responsibility to hold this event in compliance with all municipal, county, state, and federal regulations & accepts full responsibility of the event.

Applicant Signature: \_\_\_\_\_ Date signed/submitted: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

-----OFFICE USE ONLY-----

Building \_\_\_\_\_

Police \_\_\_\_\_

Public Works \_\_\_\_\_

Fire Dist. \_\_\_\_\_



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## SPECIAL EVENT GUIDELINE

(Disclaimer: This guide is may not be all inclusive, additional regulations may apply) Edited 5-2013

### PERMIT SUBMITTAL REQUIREMENTS:

- Completed application
- Submit three complete detailed site plans showing everything proposed: (Provide measured setbacks from lot lines/street/sidewalk). IF APPLICABLE
  - a. Tents, (must be 20' from lot lines/buildings (IFC 3103.8.2)
  - b. Portable bathrooms (label Accessible units)
  - c. Exterior seating (bleachers/grandstands/ground seating) IBC Chapter10,
  - d. Amusement rides/Toys (air powered),
  - e. Generators, (extension cord distribution plan)
  - f. Grills,
  - g. Tanks (flammable gasses),
  - h. Refrigeration units
  - i. Trash containers etc.
- Provide the tent fire retardant certificate. (IFC 105.6.43)
- Confirm/clarify that there will be not flammables in the tent such as open grills.
- Clarify if you're proposing to connect to a City Hydrant.
  - o A back flow preventer is required on the water main service.
  - o An RPZ is required on all equipment directly connected to the water supply.
- Clarify if you are proposing an electric generator.
  - o Provide a detailed electric connection/distribution plan.
- Confirm clarify in writing that this proposed structure is NOT in a floodplain, easement, or floodway.

### GENERAL REQUIREMENTS:

2. If applicable: provide certificate of proof that all amusement devices/rides have been State inspected and approved safe.
3. Will you propose open burning? If so please provide a complete detailed plan (IFC Section 307/308).
4. Provide an "A PUBLIC SAFETY PLAN" (IFC sect 403.2). This plan may be deemed necessary by the fire marshal and/or building official. The plan may address emergency vehicle egress/ingress, fire protection, emergency egress or escape routes, emergency medicinal services.
5. Submit details about the "CROWD MANAGER" (IFC section 403.3 requires trained managers for events over 1,000 people.

### ACCESSIBILITY

6. Provide complete details of the proposed bathroom facilities. Provide the required % of accessible bathrooms as required by the state and federal gov't.

### STAGES/PLATFORMS

7. Provide a complete detail of the construction of the stage. (Height, materials, size, location etc.)
8. Provide a certificate of safety from a structural engineer.
9. Will there be walls and curtains installed? If so provide a flame retardant certificate for the materials and a complete detail of the proposal. (IBC 410.3.1)
10. Provide stair detail. (The riser must be a max of 7" and min tread of 11")
  - a. Guardrails and handrails are required on the stairs.
  - b. Will the stage have props?
11. Will the stage have ventilation? (IBC 410.3.7)



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12. Are there dressing rooms? (IBC 410.5). Provide complete construct/location detail including handicap accessible room(s).

## **SPECIAL AMUSEMENT BUILDINGS (TENT)**

13. Provide a complete detail of the construction of the building. (Height, materials, size etc.)
14. Will there be walls and/or curtains installed? If so provide a flame retardant certificate for the materials and a complete detail of the proposal. (IBC 410.3.1)
15. Provide detail of the fire sprinkler (IBC 411.1)
16. Provide a detail of the alarm system.
17. Provide exit layout w/emergency lighting.
18. Provide stair detail. (The riser must be a max of 7" and min treads of 11").
- a. Guardrails and handrails are required on the stairs.
19. Will the proposed tent have any heating or air conditioning units? If so provide completed detail on how the units will be installed and insert the location on the site plan.
- a. Provide complete detail of all exterior exhausts and fresh air intakes.
- i. Clarify fresh air intake for HVAC unit.
- ii. Clarify location of exhaust of HVAC unit.
- iii. HVAC unit requires ample access, submit exact measurements.
20. Provide a detailed floor layout (IFC Chapter 10)
- a. Clarify if the tent shall be open or closed on the side(s).
- b. If tables and chairs are provided provide a floor layout.
- i. Provide detailed isle widths (IBC Chapter 10)
- ii. Provide table separation (IBC Chapter 10)
- c. If walls are proposed for the tent provide a:
- i. A detailed lighting/electric plan, if applicable
- ii. Exit locations/widths (shall be easily walked through without any zippers or buttons of any sort.)
- iii. Provide illuminated exit signage (IFC 3101.12.6.1)
- iv. **Fire Extinguishers required every 50'.**
- v. Provide complete details of the exit access route. Provide detailed egress route and travel distance to the exit discharge (IBC Chapter 10)
- d. Is their seating proposed, if so provide a proposed seating plan?
1. Provide accessible seating locations.
2. Provide details of the table separations –refer to IBC 1012.4.3.
- 3. Provide aisle detail, refer to IBC 1017.**
- e. Are there any physical doors proposed for the tent?
1. Doors cannot encroach into the egress route.
2. Exit doors shall be converted to a push paddle type system, if the occupancy is greater than 50. The Fire department shall determine. Panic and fire exit hardware is required (IBC 1008.1.10)
3. Door swing shall be outward in the way of egress, if the occupancy is greater than 50. The Fire department shall determine.

## **APPLICABLE CODES:**

- City of Prospect Heights Municipal Ordinance(<http://www.prospect-heights.il.us/>)
- ADA/ Illinois State Accessibility Code at [www.cdb.state.il.us](http://www.cdb.state.il.us)
- International Building Code & International FIRE Code, [www.intlcode.org](http://www.intlcode.org)

## **INSPECTION REQUIREMENTS:**

- Call 847-398-6070 x 211 to schedule a pre-event safety inspection