



Community Services Department
505 Telser Road
Lake Zurich, IL 60047
P: (847) 540-1696 F: (847) 726-2182
www.LakeZurich.org

Outside Use Permit Application

Date of Application: _____

Project Information

I Am Applying for: Outside Sales Permit Outside Seating Permit

Business/Tenant Name: _____ Business Phone: _____

Business/Property Address: _____

Applicant's Name/Address: _____ Applicant's Phone: _____
(If different from above) _____

Applicant's Email: _____

Property Owner's Name: _____

Outside Sales Permit

An outside sales permit is REQUIRED prior to conducting outdoor sales and/or displays. If electric, tents, or temporary signage is used in connection with this permit, there are additional permit fees required.

Items are proposed to be displayed from _____ to _____

The location of the outside sale is: _____

Attach a copy of a site plan detailing location.

The proposed items to be displayed include: _____

- Is a tent proposed in connection with the outdoor display? Yes No
 - If yes, submit details.
- Will a minimum 44" aisle widths be maintained at all times? Yes No
- Will the Fire Department connections or fire lanes be blocked? Yes No
- Will electric be added/used in connection with the outdoor display? Yes No
 - If yes, submit details.
- Is signage proposed in connection with the outdoor display (including banners, etc)? Yes No
 - If yes, submit details including size, location, etc.

Outside Seating Permit

An outside seating permit is REQUIRED for outdoor seating and shall be obtained prior to conducting outdoor seating. The permit must be displayed at all times.

Your outside seating permit is valid from April 15th through October 15th only.

- The outside seating area is limited to the front private sidewalk only, unless otherwise specifically approved.
- The sidewalk seating area shall remain free and clear of debris and be maintained in a neat and orderly fashion at all times.
- There shall be no obstruction of Fire Department connections or fire lanes.
- Aisles are to be clear at all times, free of debris and maintained at **a minimum width of 44"** to insure patron safety. Also, there must be an unobstructed, continuous means of egress from all sidewalk seating areas.
- A sketch indicating the proposed seating layout shall be attached to this application for review.
- A separate permit shall be required for outdoor temporary signs and banners.
- If your establishment sells/serves alcohol, **you must obtain an outdoor alcohol permit from the Police Department.**
- The applicant is required to provide a copy of the Certificate of Flameable Retardant for the tent prior to permit issuance.
- Location and description of all signage shall be identified. No signage is permitted to be located on top of tent.

Continue to 2nd Page



Fees:

- Outside Sales/Seating Permit:** • \$74.00 Plan Review
• \$125.00 Permit Fee

Inspection Schedule:

Inspections are scheduled for A.M. or P.M. Monday through Friday with 48 hours advance notice.

Same day re-inspections are not available.

- Outside Sales Permit:** • Fire Prevention Bureau Inspection
• Building Department Inspection

- Outside Seating Permit:** • Zoning Inspection

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Printed Applicant Name: _____

Daytime Phone: _____

Applicant Signature: _____

Applicant, Owner or Contractor (Circle One)

Property Owner Signature: _____

Application must be signed by the property owner. A signed letter of authorization/contract from the property owner must be submitted with the application in lieu of signature on application.

Director of Building and Zoning Signature: _____

Date: _____

rev 1/26