



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.

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**Fees:**

<b>Outside Sales/Seating Permit:</b>	<ul style="list-style-type: none"> <li>• \$74.00 Plan Review</li> <li>• \$125.00 Permit Fee</li> </ul>
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**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:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Applicant, Owner or Contractor** (Circle One)

**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:** \_\_\_\_\_

Date: \_\_\_\_\_