



Community Development Department

505 Telser Road

Lake Zurich, IL 60047

P: (847) 540-1696 F: (847) 726-2182

www.LakeZurich.org

Temporary Use/Special Event Permit Application

Date of Application _____

Project Information

Applying For: ☐ Temporary Use Permit ☐ Tent ☐ Seasonal/Storage Trailer

Business/Tenant Name: _____ Business Phone: _____

Business/Project Address: _____

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

Property Owner's Name: _____

Temporary Use Permit

A temporary use permit is REQUIRED prior to conducting a special event. A separate permit is required for temporary electric or temporary sign.
Temporary uses are as noted by review.

Temporary use is proposed for a period from _____ to _____

The location of the temporary use is: _____
Attach a copy of a site plan detailing location

Provide a description of the temporary use: _____

Tent Permit

Application for tent must be made two weeks prior to the date the tent is scheduled to be erected to allow for sufficient time for review and approval by the Building and Zoning, Fire, and Police Departments.

Tents may be permitted for a period not to exceed 4 days

Indicate dates tent is proposed to be displayed: _____ to _____

Criteria to be met:

- A site plan is required to identify the location of the tent to evaluate the effect on traffic movement within the parking lot/area, number of parking spaces being utilized by the tent and any sidewalk displays.
- A minimum 2A 10BC portable fire extinguisher and shall be provided for every 75 feet of travel distance.
- If there is to be electrical service in the tent, lighting, cash register, etc., it must comply with the requirements of the 2017 National Electric Code.
- If not readily available to the principal building, restrooms must be provided as required by the 2014 Illinois State Plumbing Code.
- Compressed cylinders containing such gases as helium shall be secured. This will be verified by the Lake Zurich Fire Department prior to opening.
- No cooking is permitted in the tent. If cooking is necessary, it may be permitted 20 feet away from the tent structure.
- No smoking signs shall be posted inside the tent.
- Every tent shall have a Flame Retardant Certificate posted on the tent.
- Location and description of all signage shall be identified. No signage is permitted to be located on top of tent.
- Tent structures are not allowed to exceed 15 feet in height.
- Tent structures are not allowed to exceed 600 feet in gross area.
- Tent structures are not allowed to encroach on handicap parking spaces.
- The applicant is required to provide a copy of the Certificate of Flammable 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 ➡

Seasonal/Storage Trailer Permit

A seasonal/storage trailer permit is required PRIOR to storage trailers on site or conducting special event. A separate permit is required for temporary electric or temporary sign. Trailer permits are as noted by review.

Criteria to be met:

- Trailers shall not be visible from the public Right-of-Way.
- Trailers shall not block means of egress.
- A separate permit shall be required for each trailer proposed, with a maximum of 5 trailers.
- Temporary trailers shall be valid from November 1st through January 15th only unless otherwise approved.

Trailer is proposed for a period from: _____ to _____

The number of storage trailers proposed is: _____

The location of the trailer(s) is: _____

Attach a copy of a site plan detailing location

Fees

- \$131.00 Permit Fee
- \$74.00 Plan Review Fee

Total Fee: \$205.00

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.

- Temporary Use Permit:** • Depends on use. Call for details.
Tent Permit: • Electrical Inspection, Poles & Wires Inspection
Trailer Permit: • Electrical 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.

**Lake County Health Department approval if required is any food will be prepared/served.
Contact the Lake Zurich Police Department if any alcohol is proposed to be sold or served.**

Printed Applicant Name: _____

Phone: _____

Applicant Signature: _____

Applicant, Owner or Contractor

Property Owner Signature: _____

(Please Select One)

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: _____