



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

Temporary Structures (Tents & Membrane Structures)

(For tents & membrane structure in excess of 150 sq. ft.)



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist in temporary structures such as tents and other membrane structures. This information is provided to identify minimal requirements for the Building Code and Zoning Ordinance. These guidelines are not all inclusive but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

You will be creating a profile in our Accela portal – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Plat of Survey – possible BMP's ([Best Management Practices](#))
2. Construction plan – showing supports, entry & exit into the membrane structure
3. Trust Disclosure form for properties in a trust

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1. A copy of the plat of survey or site plan accurately showing the proposed location of the tent, indicating the distance from other buildings, parking, lot lines or other membrane structures.
 2. A copy of constructions plans **meeting and reflecting the current building codes. For tents over 5,000 sq. ft.:** include structural calculations, signed and sealed by a registered Illinois architect or structural engineer.

In addition, a set of the manufacturer's construction plans and specifications are required, also signed and sealed by a registered Illinois architect or structural engineer for tents over 5,000 sq. ft. (No PE stamp) – please include a copy of the following as well:

- Provide plan showing all aisles, tables, exits & fire extinguishers.
- Provide plan showing source of electric power, lighting, exit lights and emergency lights.

- Provide cut sheets for membrane envelope (including flame spread information)
 - If flooring is used, provide specification for the floor (including flame spread information)
 - Provide cut sheets for any other elements attached to the membrane structure.
3. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements for permit issuance:

4. Fees
5. Contractor Registration

4. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
5. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and must be current at permit issuance.

**Minimum Building Code Requirements:
(Shall meet all applicable requirements of the following codes)**

- 2021 International Building Code, [Article VII, Section 8-700](#)
- 2020 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- 2021 International Fire Code, [Article X1, Section 1100](#) (Chapter 31)

Minimum Guideline: (including the following, but not limited to - See IFC chapter 31)

- Permit required with all required documentation.
- Maximum period allowed is 180 days. Please provide exact dates of erection & take down.
- “NO SMOKING” signs shall be posted.
- Fossil fuel or LP-gas equipment shall not be allowed within the envelope.
- Fireworks shall not be used within 100 feet of the membrane structure.
- Finished Floor to be Class A - Flame-spread 0-25.
- Class A sub floor such as FRT is required on tent area over 5,000 sq. ft. or occupant load of more than 200 (unless the tent is on pavement or gravel).

Minimum Zoning Requirements:

37-408.4: Tents: *Tents* are *temporary* uses which shall not be erected, used or maintained on any zoning lot except for limited periods of time for such uses as carnivals, church socials, *tent* sales, wedding and yard parties. *Tents* regulated in this section shall not include *tents* designed for and used for personal recreation in residence districts.

Tents shall observe all yard setback requirements in the districts where located and, if involving a commercial, office or industrial use, shall provide on-site parking of customer vehicles in accordance with Article XII of Chapter 37 of the County Code.

R-1 Single Family Residence District: Front yard = forty (40) ft.; Corner Side yard = forty (40) ft.; Side yard = twenty (20) ft.; Rear yard = fifty (50) ft.

R-2, R-3 and R-4 Single Family Residence District: Front yard = thirty (30) ft.; Corner Side yard = thirty (30) ft. (where a zoning lot is less than seventy-five (75) ft. wide the Corner Side yard is twenty (20) ft.); Side yard = ten % of the average lot width but does not need to exceed ten (10) ft.; Rear yard = twenty-five (25) ft.

For information regarding General Residence Districts (R-5, R-6 and R-7), or Business (B-1 & B-2), Office (O & OR) and Industrial (I-1 & I-2) please consult the DuPage County Zoning Ordinance or contact the Zoning staff at 630.407.6700.

Drainage Requirements:

If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See [Sec.8-128.2](#) of the County's Building Code for Minimum Plan Requirements.

Inspections:

Please contact the Building Division at 630-407-6700 to schedule inspections. A minimum of 24 hours advance notice required for inspection scheduling. An inspection is needed after the temporary structure is set up and following removal.

(Where no work has been started within 180 days after the issuance of a permit, or when more than 180 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupagecounty.gov/building.