



ROSELLE FIRE DEPARTMENT

100 EAST MAPLE AVENUE, ROSELLE, ILLINOIS 60172

OUTDOOR DINING TENT/MEMBRANE STRUCTURE CHECKLIST

Temporary Outdoor Seating Permit applicants must review and acknowledge the listed guidelines for outdoor dining tent use. Please sign and submit this form, along with all other permit requirements prior to scheduling an inspection. There shall be a maximum of two (2) inspections before additional inspection fees are assessed at \$75 per re-inspection.

1) Site Plan drawing requirements for tent applications

- Dimensioned plan showing the following items:
 - Location of the tent(s) and/or membrane structure(s) at the event.
 - Location of all fire lanes, access roads and driveways.
 - Distance to public ways (streets and sidewalks).
 - Distance to other buildings.
 - Vehicle access and parking areas.
 - Size and location of exit points for events that are surrounded by fencing or some other type of barrier.
- Generator location(s), if used (may require a separate Building Department permit).
- Method of providing barriers to prevent vehicles from parking within twenty (20) feet of any tents and/or membrane structures.
- For any individual tents/canopies over four hundred (400) square feet, a floor plan is required that shows the following:
 - The intended use of the tent (i.e.: dining, sales, display, etc.).
 - The number, size and locations of egress points from the tent.
 - Indicate exits that are required to have exit lights and emergency lighting.
 - The number, type and locations of portable fire extinguishers.
 - A copy of the flame certificate for the tent is to be provided.
 - Anchoring details for the tent and/or membrane structures are to be provided, which must meet the manufacturer's requirements.
- Cooking locations. This is to include food trucks and trailers.

2) Tent and Membrane Structure Requirements.

- Tents open on all sides shall comply with the following:
 - Individual tents cannot exceed seven hundred (700) square feet (IFC 3103.2[2.1]).
 - The aggregate area of multiple tents placed side by side without a twelve (12) foot fire break cannot exceed seven hundred (700) square feet (IFC 3103.2[2.2]).
- Membrane structures larger than fifteen thousand (15,000) square feet shall be placed a minimum of fifty (50) feet from other tents and/or structures (IFC 3103.8.3).
- A minimum clearance of twelve (12) feet must be maintained to all structures and other tents (IFC 3103.2[2.2]).
- Tents or membrane structures larger than four hundred (400) square feet shall not be located within twenty (20) feet of lot lines, buildings, other tents and/or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

ADMINISTRATION (630) 980-2043 • FIRE PREVENTION (630) 671-2842 • FAX (630) 980-8926

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3) **Anchoring Requirements.**

- All tents and/or membrane structures are to be adequately anchored to withstand the weather conditions and to prevent collapse. Documentation on the structural stability may be required from the manufacturer or a qualified engineer addressing the method of anchoring if required in the opinion of the Fire Code Official (IFC 3103.9).

4) **Means of Egress.**

- Means of egress (exit openings, egress illumination, aisles, etc.) for temporary tents and membrane structures are to comply with all of the requirements of the *International Fire Code* (IFC 3103.12).

5) **Flame Retardant Requirements.**

- All tents, membrane structures and their appurtenances are to be **flame retardant** meeting NFPA 701 requirements (IFC 3104.2).
- All tents and membrane structures are to have a permanent affixed label identifying the size and fabric or material type (IFC 3104.3).

6) **Clearance Requirements.**

- There shall be a minimum three (3) foot clearance between the contents located inside and the fabric envelope of the tent or membrane structure (IFC 3104.11).

7) **Required Signage.**

- All tents and membrane structures are to be clearly posted with “No Smoking” signs (IFC 3104.6).
- All tents and membrane structures used for assembly purposes shall have their occupant load posted and meet the requirements of Chapter 10 (IFC 3104.14).

8) **Power Requirements.**

- Generators and other internal combustion power sources shall not be located inside or within twenty (20) feet of any tent or membrane structure and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

9) **Extension Cords.**

- Extension Cords used on lighting and cooking equipment shall be rated for said equipment, but no less than 12 gauge.
- There shall be one continuous extension cord used per piece of cooking equipment or lighting.

10) **Portable Fire Extinguishers.**

- Portable fire extinguishers having a minimum rating of 2-A:10-B:C shall be placed so that the maximum travel distance of seventy five (75) feet is not exceeded (IFC 3104.12 and NFPA 10 – 2010, table 6.2.1.1).
- For Cooking applications only, portable Class “K” fire extinguishers shall be placed so that the maximum travel distance of thirty (30) feet is not exceeded to the cooking appliance(s) (IFC 904.11.5).



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11) Open Flame Requirements.

- Open or exposed flames, heating devices, flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be located inside or within twenty (20) feet of any tent or membrane structure unless specifically approved by the Fire Department (IFC 3104.7). **NO COOKING CAN BE CONDUCTED UNDER A TENT OR MEMBRANE STRUCTURE.**

12) Cooking Requirements.

- All cooking that produces grease laden vapors shall have an approved ventilation hood and automatic fire suppression system installed if conducted in a tent or membrane structure otherwise cooking is prohibited in a tent or membrane structure (IFC 3104.15.1).
- Tents and membrane structures where cooking is performed, **when approved**, shall be separated from other tents and membrane structures by a minimum of twenty (20) feet (IFC 3104.15.5).
- All outdoor cooking (i.e.: bar-b-ques, mobile vehicles, etc.) shall not be conducted within twenty (20) feet of a tent or membrane structure (IFC 3104.15.6).

13) Use and Storage of LP gas.

- All LP gas containers shall be located outside of the structure with a minimum distance of ten (10) feet for all containers five hundred (500) gallons or less and a minimum of twenty five (25) feet for all containers greater than five hundred (500) gallons from any tent or membrane structure (IFC 3104.16.2).
- Portable LP gas containers shall be securely fastened in place to prevent unauthorized movement and adequately protected from tampering or damage and shall be located in an approved location (IFC 3104.16.3).
- All fire lanes to the site and around the tents and/or membrane structures are to remain clear and open during the entire event (IFC 503.4).
- Outdoor events that have fencing or other types of barriers to contain the attendees shall provide a plan that details the size, number and location of all exits (IFC 403.2).
- Exit signs shall be posted at all required exits that are the appropriate letter size and color (IFC 1011.1).

Any items not specifically addressed above shall be in full compliance with the 2006 IBC, 2006 IFC, and all Village of Roselle Ordinances.



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Business Name: _____

Business Address: _____

Printed Applicant's Name: _____

Signature: _____

Date: _____