

City of Quincy

Tent Requirements

Building codes address tents as temporary structures. A building permit will be issued for all tents over 200 square feet in size. The Quincy Fire Department will inspect tents for code compliance. Below are the building code requirements for tents. To install a tent larger than 200 square feet complete the highlighted attached building permit sections and submit to Michael Seaver at mseaver@quincyl.gov including a site plan for the tent location and tent floor plan. Any questions call Michael Seaver, Director of Inspection and Enforcement at 228-4540.

- Tents having an area of 200 square feet or less are exempt from the requirements.
- Tents may be erected for a period of 180 days or shorter.
- A site and floor plan are required for tents with an occupant load of 50 or more occupants, showing means of egress, seating arrangement and type of heating and electrical equipment.
- Tents shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.
 - **Exception:** separation distance between tents not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet.
 - **Exception:** separation from buildings and lot lines is not required when the following conditions are met:
 - The aggregate floor area shall not exceed 10,000 s.f.;
 - The aggregate floor area of the building in combination with the tent shall not exceed the allowable floor area indicated in the International Building Code
 - Required means of egress provisions are provided for both the building and the tent, including travel distances;
 - Fire apparatus access roads are provided
- Anchorage is required by way of ropes, braces and anchors sufficient to withstand the elements of weather and prevent against collapsing.
- Exits shall be spaced at approximately equal intervals around the perimeter of the tent, and shall be located such that all points are 100 feet or less from an exit
- Tents shall have at least one exit and not less than the number of exits required by Table 2403.12.2
- Exit openings from tents shall remain open unless covered by a flame-resistant curtain
- Exit doors shall swing in the direction of egress travel
- Exit signs shall be installed at required doorways when the exit serves an occupant load of 50 or more, and shall be self-luminous or internally-illuminated
- Means of egress shall be illuminated with light having an intensity of not less than one footcandle at floor level
- Means of egress shall not be obstructed by guy wires, ropes or other support members.
- Tents shall be of a material which meets the flame propagation criteria of NFPA 701
- Hay, straw or similar combustible material shall not be located within any tent.
- Open flames shall not be permitted inside or located within 20 feet of any tent.
- Portable fire extinguishers shall be provided in accordance with §906 of the International.

City of Quincy, Illinois

Office of Zoning and Inspection
 706 Maine Street, 3rd Floor
 Quincy, IL 62301
 Phone: (217) 228-4540 FAX: (217) 221-2288
 Web: www.quincyl.gov



APPLICATION FOR BUILDING PERMIT

Applicant to complete sections I-VII (pages 1-2)

DATE RECEIVED: / /

I. Project & Owner Information				
Project Address			Zoning District	
Subdivision	Block		Lot	
Owner's Name	Phone	Email		
Owner's Address	City	State	Zip	
II. Construction Information				
A. Occupancy	B. Type of Construction	C. Type of Improvement (check all that apply)		
<input type="checkbox"/> Single-family <input type="checkbox"/> Two-family <input type="checkbox"/> Townhouse <input type="checkbox"/> Other _____	<input type="checkbox"/> Wood Frame (V-B) <input type="checkbox"/> Other: _____ <small>(Specify per §601, 2006 IBC)</small> <input type="checkbox"/> Other _____ <small>(Specify per §302, 2006 IBC)</small>	<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Other (describe below) <input type="checkbox"/> Foundation Only <input type="checkbox"/> Remodel/Alteration <input type="checkbox"/> Change of Use (describe below)		
Describe full scope of work: <u> INSTALL TENT </u>				
D. Building Height & Floor Areas				
Floor Areas (as applicable) Square Foot (sf)	Existing	Remodel/Alteration	New / Addition	TOTAL per floor
<input type="checkbox"/> Finished Basement <input type="checkbox"/> Unfinished Basement				
First Floor				
Second Floor		SIZE OF TENT		
Third Floor				
TOTAL LIVING AREA				
Garage: <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Carport				
Detached Accessory Structure <input type="checkbox"/> Shed (no O/H door) <input type="checkbox"/> Pool				
Deck: <input type="checkbox"/> Attached <input type="checkbox"/> Detached				
E. Building Height & Attributes				
Grade at Entrance to Top of Highest Roof: _____ feet	Attributes per Dwelling: Bedrooms: Bathrooms: Full: Partial:			
III. Construction Valuation				
Total Cost of Project (or material cost, if basis for fee)	\$ _____	*Expected Start Date:	*Expected Completion Date:	
IV. Designated Responsible Party for Payment of Permit Fee				
Role in Project (i.e. general contractor, owner, etc.)				
Name		Company		
Address		City	State	Zip
Phone	Fax	Email		

(Office use only):
 Project (Permit) # 2020 - _____ Receipt # _____ Permit Fee Amt. \$ _____

V. Contractors / Design Professional (if applicable) (State law requires any project, other than one-and two-family dwellings and agricultural buildings be designed by a Registered Design Professional)

A. General Contractor

Contact Person	Company		
Address	City	State	Zip
Phone / FAX	Email		

B. Electrical Contractor (City License and Separate Permit Required)

Phone

C. Mechanical Contractor (City License and Separate Permit Required)

Phone

D. Plumbing Contractor (State License, Contractor Registration and Separate Permit Required)

Phone

E. Roofing Contractor (State License Required) LIC #

Phone

F. Architect / Engineer (if applicable)

Name	Company
Phone / FAX	Email

VI. Flood Hazard Area

Development within flooding-prone areas or areas designated as floodplain or Special Flood Hazard Area is PROHIBITED , except as authorized by the City Engineer under a Development Permit (§23.605 – Municipal Code of the City of Quincy)	Subject Property is located in Flood Hazard Area (verify with Engineering Dept.): <input type="checkbox"/> Yes <input type="checkbox"/> No
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VII. Applicant's Certificate

As Owner or the owner's authorized agent of the property for which this application is being filed, I hereby certify, **under penalties as provided by law pursuant to 735 ILCS 5/1-109, the following:**

1. The description of use and information contained on this application is correct and;
2. The structure will not be occupied or used until a Certificate of Occupancy is issued by the Office of Inspection and;
3. The project will comply with all current codes and conditions of approval requirements of applicable City Ordinances and pay all fees required by such ordinances and;
4. No error or omission in either documents or application, whether said documents or application have been approved by the Building Inspector or not, shall permit or relieve the applicant from constructing the work in any manner other than provided for in the Ordinances of this City relating thereto.
5. If other than the owner, I am certifying that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to complete this application on his/her behalf. I will be acting on behalf of the owner as his/her agent.

Applicant if other than the Owner:

Contractor Architect / Engineer Contract Buyer Other _____

Provide legal address, phone and signature of applicant to affirm the above statements

Name	Title		
Company	Phone		
Street Address	City	State	Zip

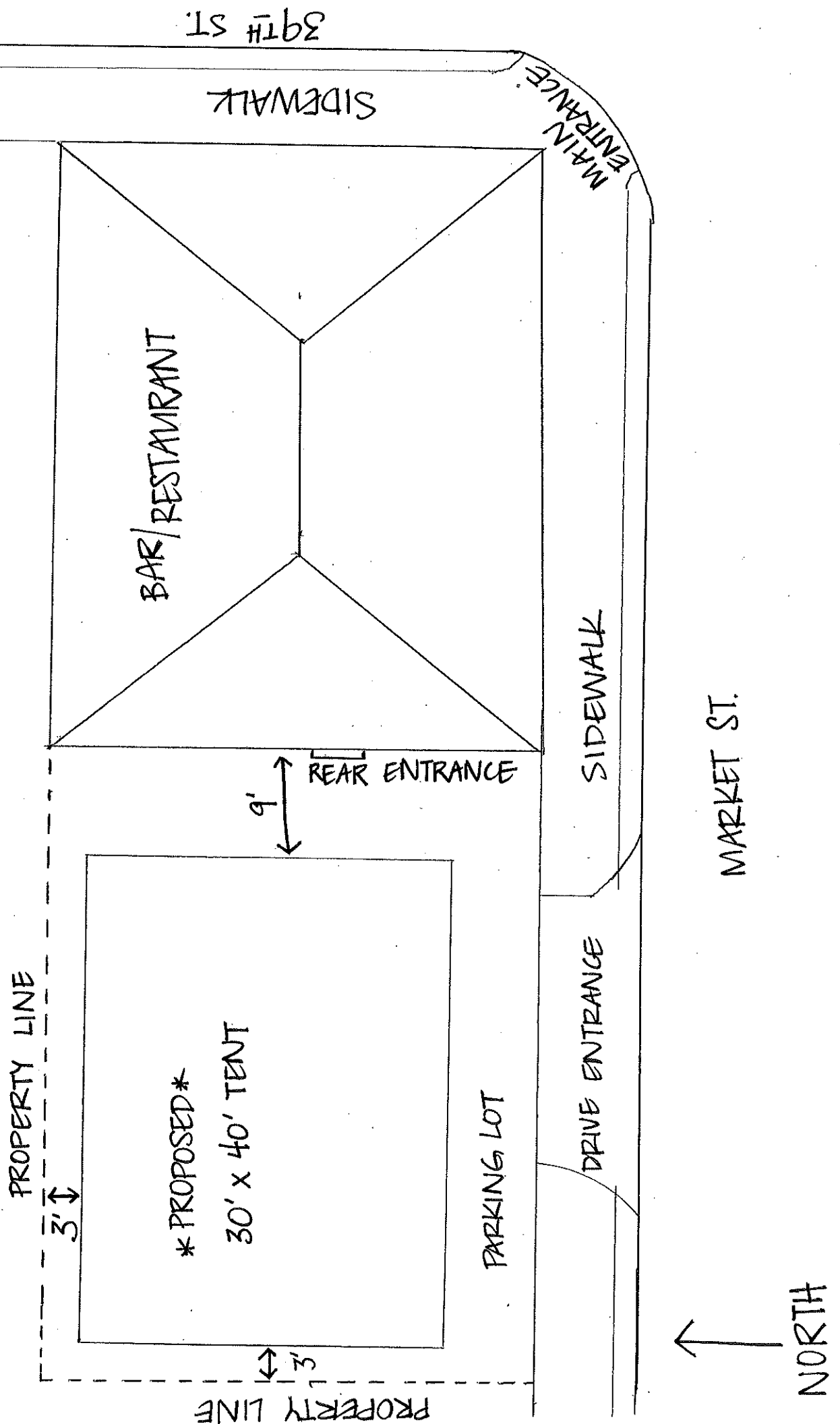
Signature X	Date
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Application accepted by	Date
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Special Dispensation:

*Work authorized under permit must commence within 6 months of issuance and must be completed within one year

SAMPLE SITE PLAN



39TH ST.

SIDEWALK

MAIN ENTRANCE

BAR/RESTAURANT

SIDEWALK

REAR ENTRANCE

9'

PROPERTY LINE

3'

* PROPOSED *

30' x 40' TENT

PARKING LOT

DRIVE ENTRANCE

MARKET ST.

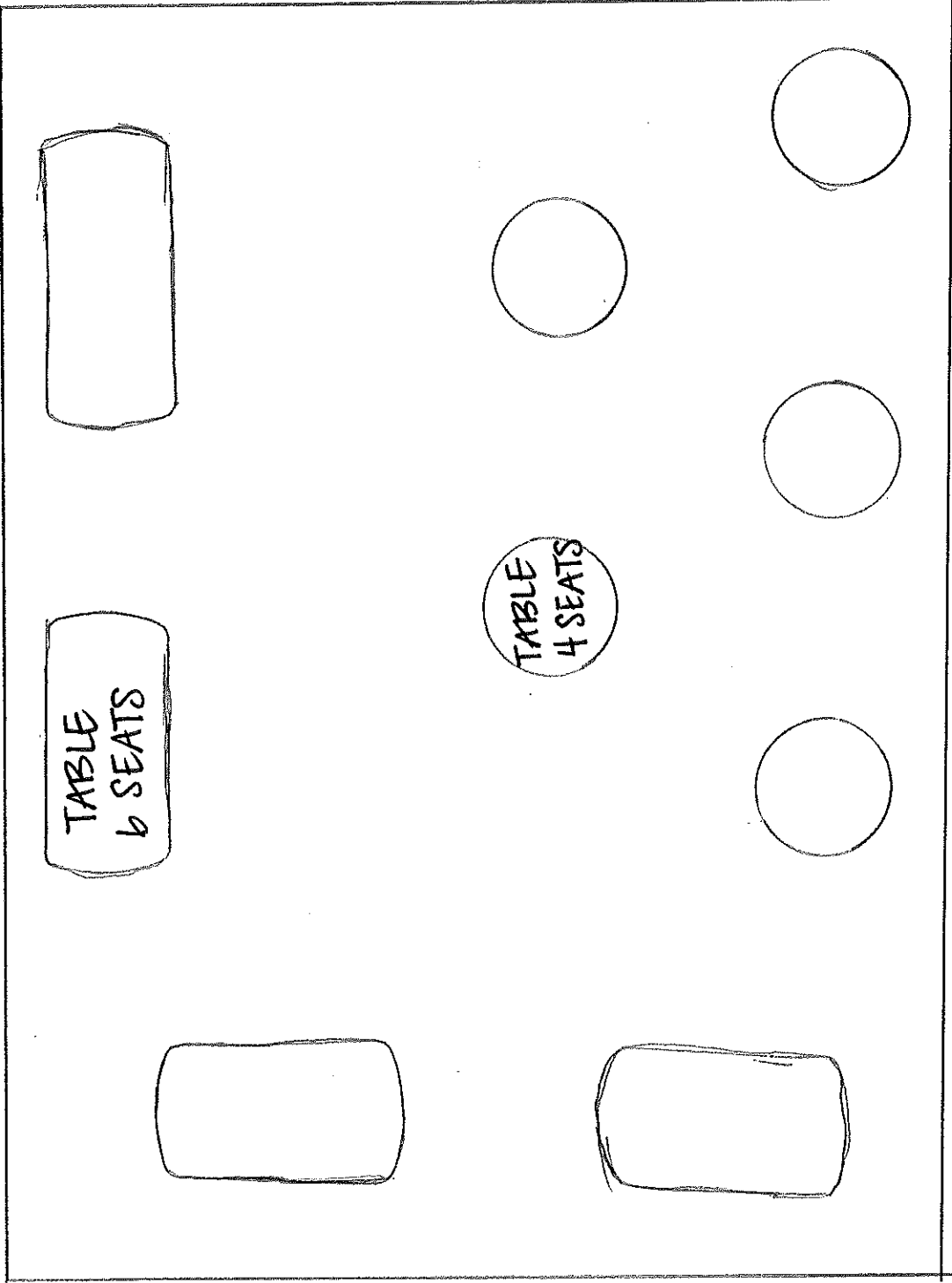


NORTH

PROPERTY LINE

3'

— 40' —



— 30' —

TENT FLOORPLAN
SEATING FOR 44 PERSONS