

City of Rockford, Illinois

Community & Economic Development Department
 Construction and Development Services
 425 East State Street, Rockford, IL 61104
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 Web: www.rockfordil.gov



TENT, CANOPY AND/OR CARNIVAL PERMIT APPLICATION

Applicant to complete sections I-V

App. #:

I. Prior to completing this application please answer the following:			
1. Is any tent or canopy to be erected on City of Rockford Owned Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Is any tent or canopy to be erected for more than one day on private property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will there be any electrical equipment used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Will there be any heat producing cooking appliances used in proximity of tents or canopies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is applicant a tent/canopy erector licensed with the City of Rockford Or a carnival operator licensed with the State of Illinois?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Will any water connections to City of Rockford Hydrants be required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
II. Project & Contact Information			
This application is for: <input type="checkbox"/> Tent(s) <input type="checkbox"/> Canopy(ies) <input type="checkbox"/> Carnival			
Street Address / Location of Proposed Event/Structure			P.I.N.
What Event or Use is Proposed at Site?			
Date Tent, Canopy, and/or Carnival will be erected		Date Tent, Canopy, and/or Carnival will be dismantled	
Name of Applicant/ Organization			
Contact Person	Phone	Email	
III. Contractors			
A. Tent/Canopy Erector (City License Required) or Carnival Operator (State Permit Required)			
Company		License # or Permit #	
Address		City	State Zip
Phone	Fax	Email	
B. Electrical Contractor (City Registration Required) if applicable			
Contractor		Phone	Registration #
IV. Details			
Size of Tent/Canopy (in feet)		Will there be (check one)	
Length	x Width = Area square feet	<input type="checkbox"/> Tables & Chairs <input type="checkbox"/> Chairs Only <input type="checkbox"/> Standing Space	
Will the tent/canopy have electrical equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain:	
COMPLETED BY STAFF	Occupant load: Tot. SF div. by occ/sf = occs	Use 15 net sf/per person for Tables & Chairs	Use 7 net sf/per person for Chairs Only
			Use 5 net sf/per person for Standing Space

- 1) Tents, canopies and carnivals erected on City of Rockford property, regardless of time frame, require a permit and City Council approval.
- 2) Tents, canopies erected for more than one day on private property require a permit.
- 3) Tents, canopies where electrical equipment is to be used, regardless of time frame, require a tent permit that includes electrical work. Electrical work shall be performed by a Registered Electrician.
- 4) A tent or canopy permit is required when a tent is more than 120 square feet in size or a canopy is more than 400 square feet in size
- 5) Tents, canopies or carnivals wishing to operate on private property for more than the permitted number of days (3 days in residential districts, 14 days in other districts) require City Council approval.
- 6) Tent, Canopy, Carnival and Electrical permits shall be posted at the site for the duration of the tent/canopy erection and/or carnival.
- 7) When tents or canopies are more than 120 sf in area, to be used for assembly of more than 10, or heat producing cooking appliances are to be used in proximity of tents/canopies, a request for inspection by the Fire Department Fire Prevention Bureau (815-987-5660) shall be scheduled as soon as possible to be conducted when tent/canopy erection and installation of cooking appliances are nearing completion.
- 8) When electrical equipment is to be used, a request for inspection by the Electrical Division (815-987-5550) shall be scheduled as soon as possible to be conducted when connection of electrical equipment to power source is nearing completion.

V. Applicant's Certificate

The undersigned hereby applies to the City of Rockford, Illinois for a permit to erect (a) tent(s), canopy(ies) and/or carnival as described herein, and if granted, the permit applied for shall comply with all requirements of City Ordinances relating thereto and pay the fees required by such ordinances. No error or omission in this application, whether approved by Construction & Development Services or not, shall permit or relieve the applicant from erecting the tent(s), canopy(ies) and/or carnival in a manner other than provided for in the Ordinances of this City relating thereto. I hereby certify that the proposed tent(s), canopy(ies) and/or carnival is authorized by the property owner of record and that I have been authorized by the property owner and fully understand the intent thereof and declare that the information contained in this application is true and correct.

Name	Title		
Company	Phone		
Street Address	City	State	Zip
Signature X		Date	

Staff Comments (to be completed by Staff)

Zoning District:	Zoning File #:	Prior Inspection of Job Site By:	Located on City Property <input type="checkbox"/> Yes <input type="checkbox"/> No
Permitted number of days to be erected on Private property without Council Action		<input type="checkbox"/> 3 days in residential districts <input type="checkbox"/> 14 days in other districts	City Council Action Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Approval
Zoning Comments: _____			
Zoning Approval:		Approval Date:	
Fire Department Approval:		Approval Date:	
Other permits required (check all that apply) <input type="checkbox"/> Electrical <input type="checkbox"/> Public Works		Fees (circle all that apply)	
Building Comments: _____		Tent/Canopy..... \$20.00 per Application	
_____		Carnival..... \$75.00 per Application	
_____		Electrical Fee.... \$20 OR 1% of Value	
Building Approval: _____		Processing Fee.. \$40.00 per Application	
Approval Date: _____		Other Fees _____	
Copy of Application to (check all that apply)		Sub Total _____	
<input type="checkbox"/> Applicant <input type="checkbox"/> Fire Dept.		Tech Fee (10%) _____	
<input type="checkbox"/> Legal <input type="checkbox"/> Elec. Div.		TOTAL \$ _____	
Tent, Canopy, Carnival Permit Issued by:		[Invoice # _____]	
Signature: _____		Approval Date: _____	