

City of Rockford, Illinois

425 East State Street, Rockford, IL 61104
 Lawrence J. Morrissey, Mayor
 Bonnie B. Henry, MCP, CBO, Director of Building Dept.
 Phone: (815) 987-5550 Fax: (815) 967-4243 TDD (815) 987-5718



TENT AND/OR CARNIVAL PERMIT APPLICATION

Prior to completing this application:

1. Is any tent to be erected on City of Rockford owned property? _____
2. Is any tent to be erected for more than one day on private property? _____
3. Will there be any electrical equipment used? _____
4. Will there be any heat producing cooking appliances used in proximity of tents? _____
5. Are you, as applicant a tent erector licensed with the City of Rockford? _____
6. Are you, as applicant a carnival operator licensed with the State of Illinois? _____
7. Will any water connections to City of Rockford hydrants be required? _____

1. **Address/location of proposed tent(s)/carnival:** _____

2. **What event or use is proposed for the tent:** _____

3. **Location of the tent on the property:** _____

4. **Name of applicant/organization:** _____

Contact person: _____ **Phone:** _____

5. **Date tent(s)/carnival will be erected:** _____

6. **Date tent(s)/carnival will be dismantled:** _____

7. **Tent Erector:** _____ **Phone:** _____

(Address) (City) (State) (Zip) (Rockford)
License No.: _____

8. **Carnival Operator:** _____ **Phone:** _____

(Address) (City) (State) (Zip) (Illinois)
State Permit No.: _____

9. **Electrical Contractor:** _____ **Phone:** _____

(Address) (City) (State) (Zip) (Rockford)
Registration No.: _____

10. **This application is for: (circle all that apply) TENT(S) CARNIVAL**

11. **The tent(s), if any: (circle one) WILL (or) WILL NOT have tent fabric side walls.**

12. **If tent is to be used for assembly of more than 10 occupants:**

What is the size of the tent? _____ ft. (width) X _____ ft. (length) = _____ Square Feet (sf)

Will their be? (circle one) TABLES & CHAIRS CHAIRS ONLY STANDING SPACE
(15 net sf/occupant) (7 net sf/occupant) (5 net sf/occupant)

Competed by Staff Occupant load is: _____ sf divided by _____ sf/occupant = _____

13. **The tent(s)/carnival: (circle one) WILL (or) WILL NOT have electrical equipment**

1. Tents and carnivals erected on City of Rockford property, regardless of time frame, require a permit and City Council approval.
2. Tents erected for more than one day on private property require a permit.
3. Tents 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. There is no fee for a tent permit when the tent is erected on private property by a licensed tent erector and there is no electrical work.
5. Tents 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.

TENT AND/OR CARNIVAL PERMIT APPLICATION**(continued)**

6. Tent, Carnival and Electrical permits shall be posted at the site of the tent(s) and/or carnival for the duration of the tent erection and/or carnival.
7. When tents 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, a request for **inspection by the Fire Department Fire Prevention Bureau (987-5660)** shall be **scheduled as soon as possible** to be conducted when tent erection and installation of cooking appliances are nearing completion.
8. When electrical equipment is to be used, a request for **inspection by the Building Department electrical division (987-5749)** shall be **scheduled as soon as possible** to be conducted when connection of electrical equipment to power source is nearing completion.

The undersigned hereby applies to the City of Rockford, Illinois for a permit to erect (a) tent(s) 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 the Building, Fire or Zoning Section of the Community Development Departments or not, shall permit or relieve the applicant from erecting the tent(s) 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) 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.

X _____
 (Signature of Applicant) (Date) (Name of Owner) typed or printed

 (Name of Applicant) typed or printed (Street Address of Applicant)

 (Title) (Phone#) (City, State, Zip of Applicant)

ZONING CLEARANCE (completed by Zoning/Fire staff)

Zoning District: _____ **Zoning File No.:** _____

Located on City of Rockford Property? _____

Permitted number of days to be erected on private property without Council action:
 3 days in residential districts 14 days in other districts

City Council Action Required? No Yes **Date of Approval:** _____

Zoning Comments: _____

Zoning Clearance issued by: _____ **Date:** _____

Fire Department Clearance issued by: _____ **Date:** _____

FOR OFFICE USE ONLY (completed by Building staff)**Fees (circle one per line)**

Other permits required (circle): Electrical, Public Works
 Bldg. Dept. Comments: _____

Tent (incl. elec.) 10.00 per Application
 Carnival (incl. elec.) 25.00 per Application
 Processing Fee 30.00 For Each
 Other Fees _____
 Tech. Fee 10101000-60228 x 5% _____

Copy of application to (circle all that apply) Applicant / Legal / Fire Department / Electrical Div.

Contact Water Division of Public Works Dept. 987-5700 for water connections

\$Total: _____

Tent/Carnival permit issued by: _____ **Date:** _____