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## **TENT PERMIT REQUIREMENTS**

A tent permit is required for all tents erected in the City of Evanston, except for those used for one day, on private property of a single family residence. The following list is the necessary items needed to submit to the building department to obtain a tent permit:

1. Three (3) copies of a site plan or Plat of Survey indicating the size and location of the tent.
2. Certificate of Fire Resistance for the membrane material.
3. If electrical work is involved in this project, an electrical worksheet must be completed by the electrical contractor performing the work.
4. If alcohol is to be served, or loud speakers will be used, those permits can be obtained at the City Manager's office on the 4<sup>th</sup> floor (847-866-2936).