

City of Evanston – Building and Inspection Services Division

TENT CHECKLIST

A temporary building 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. A permit is not required for tents 10' x 10' or smaller. The following is required to obtain a permit for a tent installation.

Submittal Documents:

- Building Permit Application
 - Application must include set-up, event and take-down dates
- Copy of Site Plan or Plat of Survey showing tent(s) location with dimensions and fire extinguisher location. Show generator, heating elements, lighting locations if applicable.
- Certificate of Flame Resistance

Contractor:

- City of Evanston Contractor Registration required

Fees:

- \$30 per tent

Inspections Required:

- Fire Department – a copy of the permit will be sent to the Fire Department for inspection after tent installation

Other Permits

- Alcohol – if alcohol is to be served, contact the Law Department for permitting.
- Loudspeaker – if a loudspeaker is to be used, contact the Parks & Rec Department for permitting.