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 to submit to obtain a tent permit:

1. A filled out Building Permit application.
2. Three copies of a site plan or Plat of Survey showing the tent location.
3. Certificate of Flame Spread Resistance for the tent material.
4. Date the tent is to be erected and date the tent is to come down.
5. If alcohol is to be served obtain the required permit from the Law Department
6. If a loudspeaker is to be used obtain the required permit from the Parks, Recreation, and Community Services Department