

**Village of South Elgin**  
**Community Development Department**

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

## TEMPORARY USE / TEMPORARY STRUCTURES PERMIT APPLICATION

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### PROPERTY INFORMATION

Address: \_\_\_\_\_ **South Elgin, IL 60177**

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### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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### CONTRACTOR INFORMATION (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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### 24-HOUR EMERGENCY CONTACT INFORMATION

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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### ADDITIONAL INFORMATION

Estimated Value of Work: \_\_\_\_\_ Applicant (check): ☐ Property Owner ☐ Contractor ☐ Tenant  
☐ Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

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For Office Use Only

**Submittal Checklist:** ☐ Application Complete ☐ Submittal Worksheet & Required Submittal Documents

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# TEMPORARY USE / TEMPORARY STRUCTURES PERMIT WORKSHEET

## DESCRIPTION

### Temporary Use:

Requested Dates: From: \_\_\_\_\_ Thru: \_\_\_\_\_

Proposed Use (Check One): ☐ Farmer's Market ☐ Temporary Outdoor Entertainment

☐ Temporary Outdoor Sales ☐ Other Special Event (may require a Special Event Permit)

☐ Other \_\_\_\_\_

### Temporary Structures:

Total Number of Temporary Structures Requiring a Permit: \_\_\_\_\_

Description of Each Temporary Structure Requiring a Permit (use additional sheets as necessary):

#### **Temporary Structure #1:**

Description of Temporary Structure

Type: \_\_\_\_\_

Size: \_\_\_\_\_ Height: \_\_\_\_\_

Location: \_\_\_\_\_

Set-up Time and Date: \_\_\_\_\_ Tear Down Time and Date: \_\_\_\_\_

#### **Temporary Structure #2:**

Description of Temporary Structure

Type: \_\_\_\_\_

Size: \_\_\_\_\_ Height: \_\_\_\_\_

Location: \_\_\_\_\_

Set-up Time and Date: \_\_\_\_\_ Tear Down Time and Date: \_\_\_\_\_

#### **Temporary Structure #3:**

Description of Temporary Structure

Type: \_\_\_\_\_

Size: \_\_\_\_\_ Height: \_\_\_\_\_

Location: \_\_\_\_\_

Set-up Time and Date: \_\_\_\_\_ Tear Down Time and Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Temporary Use / Temporary Structures Permit Fact Sheet



## MINIMUM REQUIREMENTS:

### TEMPORARY USES

#### ***Zoning 156.07.E:***

1. The following Temporary Uses and Structures are allowed with a permit and meet certain Use Standards outlined in 156.07.E.2. Some are only allowed in specific zoning districts (see Table 156.07.E-1):

**Table 156.07.E-1. Temporary Structures and Uses**

Temporary Structure/Use	Districts								Use Standards
	F	R-1	R-2	R-3	B-1	B-2	VC	I	
Farmer's Market	T	T	T	T	T	T	T	T	See § 156.07.E.2.b
Temporary Outdoor Entertainment		T	T	T	T	T	T		See § 156.07.E.2.g
Temporary Outdoor Sale					T	T	T		See § 156.07.E.2.h
T: Allowed with temporary use permit and shall meet the requirements of § 156.07.E.2 (Use Standards for Temporary Structures and Uses) when applicable.									

2. Use Standards for Temporary Structures and Uses.

#### **A. Farmers Market.**

- 1.) Timeframe. The timeframe of a farmer's market, including number of days per week and overall duration of the event, will be determined and approved as part of the temporary use permit. A temporary use permit for a farmer's market can be issued on a yearly basis, which allows for a schedule of days per week and number of weeks per year.
- 2.) Management Plan Required. A management plan is required for a farmer's market, to be submitted as part of the temporary use permit application, that demonstrates the following:
  - a. The on-site presence of a manager during hours of operation who directs the operations of vendors participating in the market.
  - b. An established set of operating rules addressing the governance structure of the market, hours of operation, and maintenance when open to the public.
  - c. A general site plan of vendor stalls, visitor facilities, such as any seating areas and restrooms, and all ingress and egress points to the site.
  - d. Provision for waste removal.
  - e. The days and hours of internal operation, including vendor set-up and take-down times.

#### **B. Temporary Outdoor Entertainment.**

- 1.) Duration. Temporary outdoor entertainment shall be limited to a period of seven consecutive days.
- 2.) Frequency. A maximum of two temporary outdoor entertainment permits may be issued per year for any lot.
- 3.) Other Local Regulations. Temporary outdoor entertainment shall comply with the requirements of the Municipal Code ([Chapter 112](#): Amusements) and other local regulations.

- 4.) Temporary Use Permit Application. Approval of the temporary use permit shall be based on the adequacy of the lot area, provision of parking, traffic access, and public safety, as well as the absence of undue adverse impacts on adjacent properties. The temporary use permit application shall include the following:
  - a. Site Plan. As part of the temporary use permit application, the operator of the event must submit a site plan to the Village prior to the event that illustrates the location of major site components and ingress and egress routes for emergency vehicles.
  - b. Proof of State Inspection. The operator of the event shall provide proof that all amusement rides/devices have been inspected and approved by the State of Illinois Department of Labor.
- 5.) Bulk and Yard Requirements. Temporary outdoor entertainment is exempt from Section [156.06](#) (Zoning District Regulations).

### **C. Temporary Outdoor Sale.**

- 1.) Temporary Use Permit Application. Approval of a temporary use permit for a temporary outdoor sale shall be based on the adequacy of the lot area, provision of parking, traffic access, and public safety, as well as the absence of undue adverse impacts on other properties.
- 2.) Duration. Temporary outdoor sale uses shall be limited to a period of up to 45 days. The Zoning Administrator may grant additional time or successive permits through the temporary use permit process.

## **TEMPORARY STRUCTURES**

Permits are required for any temporary structure that covers an area greater than 400 square feet (20' x 20' or larger), *2018 IBC 3103.1.2*. This includes tents, canopies, stages, and amusement rides/devices.

### ***Building:***

1. J.U.L.I.E. (811) must be notified two (2) working days prior to digging and to driving stakes.
2. Temporary structures shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or engines.
3. Tents shall be designed and installed to withstand the elements or weather and prevent collapsing.
4. Tentat shall have a permanently affixed label bearing the identification of size and fabric or material type.
5. Exits shall be clearly marked.
6. No smoking signs shall be conspicuously posted.
7. Open flames for cooking or heating shall not be located inside and shall be no closer than 20 feet from temporary structure.
8. Portable fire protection equipment and exit signs may be required by the fire code official.
9. For stages, rigging, and other temporary event structures, the owner of the temporary event structure shall employ a qualified, independent approved agency or individual to inspect the installation of the temporary event structure.

***Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners/Property Owners Association; covenants are not enforced by the Village.***

**PERMIT FEES:**

1. \$30 fee for a temporary use, plus \$30 for each temporary structure requiring a permit. Payable when permit is issued.
2. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. A final inspection prior to any occupancy. Failure to schedule an inspection will result in penalties.
2. For Amusement Rides/Devices – At inspection provide proof that all amusement rides/devices have been inspected and approved by the State of Illinois Department of Labor.

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign and date application.
2. Written approval from the landlord or property owner to host temporary use and/or erect temporary structures.
3. A plat of survey or detailed site and plans (11" x 17" max) indicating the location of the proposed Temporary Use and all proposed Temporary Structures (with dimensions), restrooms, ingress and egress to the site, and surrounding elements. The interior layout of the temporary structure indicating arrangement of seating and tables, the minimum aisle widths, fire extinguisher placement, location and type of heating and electrical equipment, and distances to surrounding structures/elements.
4. An emergency evacuation plan, narrative describing who is monitoring weather, how staff, customers, participants, etc. will be notified of severe weather during the event, and shelter plans in the event of an emergency.
5. For Farmer's Markets and Temporary Outdoor Entertainment Uses:
  - a. Farmer's Market, submit a management plan that includes:
    - Hours of Operation and on-site manager hours
    - Operating rules listing governance structure of market, hours of operation, and maintenance when open to the public
    - Provision for waste removal
    - Days and hours of internal operation, including vendor set-up and take-down times.
  - a. Temporary Outdoor Entertainment
    - Proof of State Inspection. The operator of the event shall provide proof that all amusement devices have been inspected and approved by the State of Illinois Department of Labor.
6. For Tents
  - a. Flame spread certification
  - b. Staking diagram from the tent manufacturer
  - c. If temporary electrical lighting or receptables are proposed, a fixture location plan, supply source, overhead clearances
  - d. If temporary heating equipment are utilized, manufacturer's cut sheets of temporary heating equipment.

***Permit applications will not be processed without complete information.  
The Community Development Department does not require submittal of social security numbers.  
Black out social security numbers on any documents prior to submittal.***