

City of Rockford, Illinois

Community & Economic Development Department
 Construction and Development Services
 425 East State Street, Rockford, IL 61104
 Phone: (779) 348-7158 Fax: (815) 967-4243
 Web Site: rockfordil.gov



TENT, CANOPY AND/OR CARNIVAL PERMIT APPLICATION

Applicant to complete section I-V

App. #

I. Prior to completing this application please answer the following:			
1. Is any tent or canopy to be erected on City of Rockford owned Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Is any tent or canopy to be erected for more than one day on private property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will there be any electrical equipment used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Will there be any heat producing Cooking appliance used in Proximity of tents or canopies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is applicant a tent/canopy Erector licensed with the City Of Rockford or a carnival operator Licensed with the State of Illinois?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Will any water connections to City of Rockford Hydrants be required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
II. Project & Contact Information			
This application is for: <input type="checkbox"/> Tent(s) <input type="checkbox"/> Canopy(ies) <input type="checkbox"/> Carnival			
Street Address / Location Of Proposed Event/Structure			P.I.N.
What event or use Is proposed at site?			
Date tent, canopy and/or carnival will be erected		Date tent, canopy and/or carnival will be dismantled	
Name of Applicant/ Organization			
Contact Person	Phone	Email	
III. Contractors			
Company		License # or Permit #	
Address	City	State	Zip
Phone	Fax	Email	
B. Electrical Contractor (City Registration Required) if applicable			
Contractor		Phone	Registration #
IV. Details			
Size of Tent/Canopy (in feet)		Will there be (check one)	
Length	x Width = Area square feet	<input type="checkbox"/> Tables & Chairs	<input type="checkbox"/> Chairs Only <input type="checkbox"/> Standing space
Will the tent/canopy have Electrical equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Please explain:	
Occupant Load:		Use 15 net sf/per person for Tables & Chairs	Use 7 net sf/per person for Chair Only
COMPLETED BY STAFF	Tot. SF Div. by occ/sf= occs		Use 5 net sf/per person for standing space

- 1) Tents, canopies and carnivals erected on City of Rockford property, regardless of time frame, require a permit and City Council approval.
- 2) Tents, canopies erected for more than one day on private property require a permit.
- 3) Tents, canopies 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) A tent or canopy permit is required when a tent is more than 120 square feet in size or a canopy is more than 400 square feet in size
- 5) Tents, canopies 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.
- 6) Tent, Canopy, Carnival and Electrical permits shall be posted at the site for the duration of the tent/canopy erection and/or carnival.
- 7) When tents or canopies 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/canopies, a request for inspection by the Fire Department Fire Prevention Bureau (815-987-5660) shall be scheduled as soon as possible to be conducted when tent/canopy erection and installation of cooking appliances are nearing completion.
- 8) When electrical equipment is to be used, a request for inspection by the Electrical Division (815-987-5550) shall be scheduled as soon as possible to be conducted when connection of electrical equipment to power source is nearing completion.

V. Applicant's Certificate

The undersigned hereby applies to the City of Rockford, Illinois for a permit to erect (a) tent(s), canopy(ies) 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 Construction & Development Services or not, shall permit or relieve the applicant from erecting the tent(s), canopy(ies) 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), canopy(ies) 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.

Name		Title	
Company		Phone	
Street Address	City	State	Zip
Signature X			Date

Staff Comments (to be completed by Staff)

Zoning District:	Zoning File #:	Prior Inspection Of Job Site By:	Located on City Property	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permitted number of days to be erected on Private property without Council Action		<input type="checkbox"/> 3 days in residential districts <input type="checkbox"/> 14 days in other districts	City Council Action Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Approval				
Zoning Comments: _____ _____ _____				
Zoning Approval:			Approval Date:	
Fire Department Approval:			Approval Date:	
Other permits required (check all that apply) <input type="checkbox"/> Electrical <input type="checkbox"/> Public Works			Fees (circle all that apply)	
Building Comments: _____ _____ _____			Tent/Canopy	\$25 per Application
Building Approval: _____			Carnival	\$115 per Application
Approval Date: _____			Electrical Fee	\$25 OR 1% of Value
Copy of Application to (check all that apply) <input type="checkbox"/> Applicant <input type="checkbox"/> Fire Department <input type="checkbox"/> Legal <input type="checkbox"/> Elect. Div			Processing Fee	\$50 per Application
Tent, Canopy, Carnival Permit Issued by:			Other Fees	_____
Signature: _____			Approval Date: _____	Subtotal _____
			Tech Fee (10%)	_____
			Total	_____
			[Invoice #	_____]

