



TEMPORARY STRUCTURES

A permit is required for any temporary structure.

COVID-19 NOTE: Due to the Village of Wheeling's response to Covid-19, certain regulations regarding temporary tents/structures have been modified. You are encouraged to contact the Community Development Department office to obtain the latest information regarding the use of temporary tents/structures, at 847-499-2620 or via email at CDinfo@wheelingil.gov.

TYPES OF TEMPORARY STRUCTURES

- Construction Trailer (must be associated with a valid building permit).
- Sales Trailer (permitted for new residential developments with active leasing/sales).
- Storage Trailer/Container (must be associated with a valid building permit).
- Tents/Trailers.

PERMIT SUBMITTAL REQUIREMENTS:

- Complete the Building Permit Application, available at: <http://www.wheelingil.gov/DocumentCenter/View/131/Application-for-Building-Permit-PDF>. The completed permit **must be submitted at least 30 days prior to the event** to allow for Village review of the permit application.
- Submit a copy of the flame retardant certificate. The certificate should be from an approved agency.
- Three (3) copies of a site plan (see next section below for site plan requirements).
- Letter stating the intended use as well as date structure to be installed by and removed by.
- An acknowledgement in the letter that states: A temporary structure that remains up after the approved removal date, both the owner of the property as well as the owner of the structure will be found in violation of the Municipal Code of the Village of Wheeling, unless written permission by Village Official, is granted for an extension.

SITE PLAN AND STRUCTURAL REQUIREMENTS:

- Site plan showing location and dimensions of all proposed temporary structures on the property, including any existing structures, driveways and parking areas.
- The location of the temporary structure shall not affect fire apparatus access to the site and surrounding structures, access to fire hydrants, and access to existing building Fire Department Connections (FDC).
- Temporary structures in close proximity to driveways and parking shall be reviewed and provided with barrier protection based on the review.
- Tents shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures.
- Location of power source(s).

- Location of any obstructions, overhead power lines, parking areas, and include safety measures.
- Identify exits and indicate emergency lighting and if the tent will be enclosed.
- For tents, include a seating layout with total number of chairs, tables, and other equipment.
- Fencing or similar traffic controls barriers shall be identified for any out-door seating/temporary structures located in an existing parking lot.

For tents & membrane structures, provide a copy of the certificate of flame propagation performance ([NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.](#)) from an approved testing laboratory. This certificate shall match the tag permanently attached to the tent or membrane structure.

- Appliances must comply with manufacturer's operating procedures and clearances.

FOOD AND COOKING REQUIREMENTS:

- Fire extinguishers must be on-site per NFPA 10.
- Liquor may only be served in the designated area by a business with a valid liquor license. (Please contact Martin Seay @ (847) 499-9098 for liquor requirements).
- Outdoor cooking is prohibited within 20 feet of tents and membrane structures.

TEMPORARY HEATING, GENERATOR USE AND TEMPORARY ELECTRIC:

- The use of portable outdoor gas-fired heating appliances is prohibited within tents, canopies and membrane structures.
- The use of portable generators requires an electrical permit and requires inspections by the Village's Electrical Inspector and Fire Prevention Bureau.
- The use of any temporary electrical services may require a Village permit. The temporary use of extension cords shall be reviewed and approved by the Fire Prevention Bureau. Any use of extension cords in an area used for walking shall be provided with an approved covering. All electrical equipment used shall be listed for outdoor use.

APPLICABLE VILLAGE CODES:

- Village of Wheeling Municipal Code.
- International Building Code, 2018 Edition.
- International Fire Prevention Code, 2018 Edition.