

City of Sandwich
Building Department
144 E. Railroad Street
Sandwich IL 60548
815-786-8802

Temporary Membrane Structure/ Tent

Temporary membrane structures and tents are required to have a permit to operate an air-supplied structure, a stage canopy or tent having an area in excess of 400 Sq. ft.

Exceptions:

1. Tents used exclusively for camping purposes
2. Tents open on all sides, which comply with all of the following;
 - a. Individual tents having maximum size or 700 Sq. Ft.
 - b. The aggregate of multiple tents placed side by side without a fire break of not less than 12 feet shall not exceed 700 Sq. Ft.
 - c. A minimum clearance of 12 feet to structures and other tents shall be provided.

Need to submit the following:

1. Building permit application
 - a. Application
 - b. Plat of survey. A scaled drawing may be submitted of proposed tent with lot lines, existing structures (within 30 feet) , roads, parking lots and driveways with corresponding measurements and dimensions. A permit fee of \$40.00 must be submitted.
2. Procedure steps
 - a. It is applicant's duty to insure their Homeowners Association (if applicable) approval before starting work. This is **not** performed by the City of Sandwich.
 - b. State law requires you to call J.U.L.I.E. (811 or 800-892-0123) before any driving of stakes or digging project.
 - c. Approval will be given/ denied from the building department and applicant will be informed of decision.
 - d. Inspections needed. Applicant **MUST** make these calls to set up inspections
 - i. Any temporary electrical hookups/ no extension cords.
 - ii. Final inspection/ Structure complete.
3. Possible additional requests
 - a. Fire extinguisher/ type and size.
 - b. Tent flame resistant certification.
 - c. Electrical lighting and outlet plan.
 - d. Diagram of proper installation from the tent manufacturer.
 - e. High wind/ inclement weather warnings/ information from tent manufacturer.
 - f. Other requested information from city of Sandwich.