



**CITY OF GENEVA
BUILDING DIVISION**
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
www.geneva.il.us

Tent Permit Information

Revised 11/25/2025

A building permit is required on public or private property when the tent is erected for less than 180 days and meets the criteria below.

Tents that require a permit:

- Tents and membrane structures having an area in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exceptions:

- 1. Tents used exclusively for recreational camping purposes.
- 2. Tents open on all sides which comply with all of the following:
 - 2.1. Individual tents having a maximum size of 700 square feet (65 m²).
 - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m²) total.
 - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents. Any single tent over 400 square feet or aggregate area of multiple tents of at least 400 square feet placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m²) total with more than 2 sides installed.

Application and Drawing Procedures:

- An Application for Permit is to be filled out and submitted to the Building Division.
- For general permit application questions for any property within the City of Geneva, please contact the Building Division at 630 262-0280 or pdf@geneva.il.us.
- The contractor's name, address, phone number and, if required, their license numbers are to be provided when submitting the application.
- Provide the install and take down dates of the tent.
- Two (2) copies of drawings to scale showing the location on the property where the tent will be located. Provide distances from the tent to all adjacent items. Provide tent floor layout showing tables, chairs, exits, and fire extinguishers, and emergency and exit lighting location if required.
- Two (2) copies of the following items:
 - Manufacturers specifications sheets including certificate of flame proofing.
 - Provide One Line diagram of electric.
 - Provide a plat of survey showing if the tent is on public or private property.
 - Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request. A PDF electronic copy of the plans is required if the plan size is larger than 11" x 17". The electronic copy must be submitted on disk or emailed to pdf@geneva.il.us.
- Allow a minimum of 10 working days for the permit application to be review and approved.

Fees:

- \$50.00 Building plan review fee
- \$50.00 Fire plan review fee
- We accept cash, check (make payable to the City of Geneva) MC and Visa.

Re-inspection fee: During the construction of the project, should any of the required inspections fail, there is a re-inspection charge. The fee is due prior to the next inspection.

- \$75.00 per re-inspection for all types of inspections during construction.

General Comments:

- **The application packet and stamped City approved plans are to be on site at all times.**
- Cooking shall be allowed near these tents per IFC limitations.
- The permit provided occupant load sign shall be posted inside the tent.
- All open flame cooking devices must be at least 10-feet from any tent.
- Sidewalls are allowed on tents, with compliant egress as per International Fire Code (IFC) and International Building Code (IBC) requirements.
- Portable heating units are allowed to be used under these tents provided that;
 - Portable heating devices are United Laboratories (UL) listed
 - All heating devices must meet the requirements of 2021 IFC Section 603
- Any temporary lighting shall be listed for outdoor use.
- Electrical Extension cords:
 - Shall meet all IFC, IBC, and National Electric Code (NEC) requirements.
 - Shall be rated for exterior use.

Inspections – Clarification and Details:

The following is a list of inspections which may be required for your project and the approximate amount of time it will take for the inspection:

- ✓ **Final** 30 Minutes

The following are general guidelines and details on the types of inspections that may be required for your project. For further clarification please call our office and speak with one of our building inspectors.

Final/Occupancy:

- ✓ A final inspection is conducted when the Tent installation and interior set up has been totally completed.
- ✓ Confirm all electric is finished and GFCI protected.
- ✓ If required carbon monoxide/gas detectors are tested.
- ✓ Egress requirements from all portions of the tent are confirmed.
- ✓ Confirm all cooking equipment meets code requirements.
- ✓ Anything that is unique to the project is checked at this time.

Building Codes:

The following are the Building Codes the City of Geneva has adopted.

- City of Geneva Municipal Code
- 2021 Int'l Building Code w/amendments
- 2021 Int'l Mechanical Code
- 2023 Nat'l Electrical Code

- 2014 State Plumbing Code
- 2021 Int'l Residential Code w/amendments
- 2021 Int'l Fire Code w/amendments
- 2021 Int'l Energy Conservation Code
- 2021 Int'l Swimming Pool and Spa Code (ISPSC)
- 2021 Int'l Fuel and Gas Code w/amendments

Property Owner– Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor to schedule the required inspections. The required inspections are indicated on the plan review form, which is attached to your permit and the field copy of drawings. When calling to schedule an inspection, please have the address and the permit number available.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.



CITY OF GENEVA
BUILDING DEPARTMENT
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
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For Office Use Only

PERMIT NUMBER _____

BIN NUMBER _____

APPLICATION FOR PERMIT

PROJECT ADDRESS

APPLICANT

Check here if applicant is property owner

Name _____

Address _____
City State Zip

Email _____ Phone _____

PROPERTY OWNER

Name _____

Address _____
City State Zip

Email _____ Phone _____

CONTRACTOR

Name _____

Address _____
City State Zip

Email _____ Phone _____

Roofing License _____ Plumbing License _____

BUILDING TYPE

- Residential
- Commercial
- Other

TYPE OF WORK - GENERAL

- Change of Tenant
- Remodel
- New construction
- Addition
- Demolition
- Other

TYPE OF WORK - SPECIFIC (Check all that apply)

- Driveway/Parking
- Sidewalk
- Basement/Attic
- Kitchen/Bath
- Replace Windows
- Roof/Siding
- Sign/Awning
- Irrigation System
- Fence
- Patio
- Shed
- Deck
- Electric
- Plumbing
- HVAC
- Other

DESCRIPTION OF WORK

Applications will not be accepted without supporting documentation, attach additional sheets and submit plans/drawings, plat of survey, etc. as needed to illustrate proposed work

HISTORIC PRESERVATION

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.

Yes No

ZONING

What zoning district is the property located in? _____

Is the use permitted at this location? Yes No

Is a variance needed? Yes No

PROJECT COST

What is the estimated project cost? _____

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.

Signature _____

Date _____

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FEEES

ROUTING

Building Permit Fee _____
 Fire Department Fee _____
 Plumbing Fee _____
 Public Works Fee _____
 Tree Preservation Fee _____

Assessor _____
 Fire _____
 Electric _____
 City Engineer _____

Historic Preservation _____
 Tree Preservation Review _____
 Planning/Zoning _____
 First Inspection Services _____

TOTAL FEES _____