



COMMUNITY DEVELOPMENT  
 1000 Civic Center Drive  
 Niles, IL. 60714

Phone: 847-588-8043  
 Fax: 847-588-8050  
 Email: msd@vniles.com

## APPLICATION FOR TEMPORARY COLD WEATHER OUTDOOR DINING WITH HEATED TENT

Name	Street Address, City, State, ZIP	Contact Numbers
Restaurant/Contact		Phone:
		Cell:
		Email:
Property Owner		Phone:
		Cell:
		Email:
Tent Company		Phone:
		Cell:
		Email:
Dates and Hours of Operation		

All information provided herein is true and correct and all provisions of the ordinances of the Village of Niles shall be complied with for the duration of the tent being erected.

Applicant		
Print Name of Applicant	Select One:	Received
	Owner      Other	
Signature	Tenant	
	Date	
<b>FOR OFFICE USE ONLY:</b>	Village Approval	Approval Date



## **Submittal Requirements**

1. A plat of survey/site plan showing the proposed location of the dining area, other structures, public sidewalks and streets.
2. Letter of approval from property owner. (If applicable)
3. A professional tent company shall install tent. (List company on application)
4. Tent company shall inspect the tent once a month for fastening purposes or as required. (Inspection reports to be maintained on site)
5. Tent shall be flame retardant.
6. No snow accumulation allowed on tent while occupied.
7. When winds or wind gusts are predicted to be more than 25 miles per hour occupancy is prohibited.
8. Seating plan showing occupant load, social distancing and egress path.
9. Based on the occupant load exit signs and emergency lighting may be required. (50 people or less not required)
10. Area plan showing protection from vehicular traffic. (if applicable).
11. Location of fire extinguishers shall be 5lb type ABC.
12. Types of lighting fixtures and wiring system. (GFCI protection required)
13. No open flames (cooking or heating) permitted under tent.
14. If propane is used for heat, indicate the number, location and protection of spare tanks. (tanks shall be a minimum of 10' from tent and protected)
15. Water barrels cannot be used for tied down purposes.
16. A carbon monoxide and smoke detector shall be installed in the tent.
17. Provisions made for snow plowing parking lot or street.
18. Call for an inspection before occupancy of the area.
19. Statement indicating all requirements are in compliance and will be adhered to for the duration of the tent being erected.

Please submit application and supporting documents to [msd@vnniles.com](mailto:msd@vnniles.com) or drop off in person at 1000 Civic Center Dr.. Once application is approved the Village of Niles will notify you to set up the tent and schedule the inspection.

If you have any questions please contact Mike Durand at 847-588-8043

Note: The above information becomes part of the permit application and compliance is required.

# PROPERTY OWNER'S AUTHORIZATION

I, \_\_\_\_\_, Owner/Owner's Agent of the property located  
Property Owner/Owner's Agent

at \_\_\_\_\_, do hereby authorize \_\_\_\_\_ to conduct the  
Address/Location Applicant

requested Outdoor Dining activity, as outlined in the Applicant's Outdoor Dining application to the Village of Niles.

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number