

Tents & Membrane Structures



Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631

www.hoffmanestates.org/permits

Permit Procedure:

- Complete and sign a *Building Permit Application*.
- All contractors (tent installer, electrician, etc.) must be registered, licensed and bonded accordingly.
- Supply 2 copies of a site plan with the scaled location indicated.
- Supply 2 copies of flame retardant certificate for each structure.
- Supply 2 copies of a drawing of the interior setup.
- One detailed *Scope of Work* indicating any electrical, heating or other work that will be present.
- A *Special Event Permit* may also be required for large scale events.

Inspections:

- An electrical inspection is required for any and all electric involved.
 - A support/tie down inspection is required.
 - A final inspection is required upon completion and setup.
 - Call Code Enforcement at (847) 781-2631 to schedule inspection appointments.
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