

# TEMPORARY OUTDOOR DINING APPLICATION CHECKLIST

- Review Application Requirements**  
Before you complete your application, please carefully read the list of requirements.
- Complete & Sign Application**  
Please ensure the Application is accurately completed.
- Obtain Express Written Permission from the Property Owner**  
Please obtain written permission from the property owner for the proposed outdoor uses.
- Site Plan**  
Attach a site plan indicating the location of the principal building(s) and parking area(s), property dimensions, location and dimensions of the proposed outdoor area, seating, table(s), rolling racks and other display(s), signs, points of building ingress and egress, and location of existing public improvements (such as City benches, planters, waste receptacles, sculptures, trees, fire hydrants). If the site plan includes use of the sidewalk beyond the business frontage, written approval from the business owner is required and the property owner must be notified.
- Insurance**  
Provide proof of General Liability Insurance naming the City of Highland Park as additional insured. The coverage must be in an amount no less than \$2,000,000 aggregate and \$1,000,000 per occurrence. Businesses locating items on private property are not required to provide insurance with this application. Certificates of Insurance may be e-mailed to Business Development Assistant Melissa Rosen at [mrosen@cityhpil.com](mailto:mrosen@cityhpil.com).
- Fee**  
None
- Completed Tent Permit Application if using a tent:**
  - Site & Floor Plan (see tent application for details)
  - Written approval from property owner
  - Copy of signed tent company contract
  - Copy of tent company's state business license or registration
  - Copy of tent company's certificate of insurance, listing the City of Highland Park as the "additional insured"
  - Copy of flame retardant certificate for tent
  - Copy of tent manufacturer's installation instructions
  - Severe weather plan for high winds, lightning, etc.
  - Manufacturer's structural calculations for snow load (if intended for winter use)
  - Electrical permit application if using a generator or additional electricity.
- Submit Completed Electronic Application with Attachments by E-Mail to [mrosen@cityhpil.com](mailto:mrosen@cityhpil.com) Please include the following on the E-Mail Subject Line: "Outdoor Expansion Application for (Business name)",**

**Questions:** Please contact Melissa Rosen at 847.926.1046 or via e-mail at [mrosen@cityhpil.com](mailto:mrosen@cityhpil.com)

# REQUIREMENTS FOR TEMPORARY OUTDOOR DINING ON SIDEWALKS OR ON THE PUBLIC RIGHT-OF-WAY

1. Outdoor Dining Hours are 7 AM to 10 PM Sun. through Thurs. and 7 AM to 11 PM Fri. and Sat.
2. An unobstructed path of at least five feet in width for pedestrian access along the entire length of the approved area abutting the public street must be maintained at all times. The proposed seating, table(s), displays, and signs shall not block pedestrian access or vehicular access along any public sidewalk, alley, street, or other public right-of-way. In instances where the sidewalk width is 8 feet or less, exceptions may be permitted by request during the application process.
3. The proposed seating, table(s), displays, and signs shall not eliminate or obstruct access to any areas which the City deems must remain accessible for public parking.
4. An unobstructed path of at least five feet in width directly in front of the business's door must be maintained at all times.
5. All outdoor seating, tables, displays, and signs must be made of safe, sturdy, and durable commercial grade materials designed for outdoor use, such as wrought iron, wood, steel, cast aluminum or heavy plastic.
6. All seating, tables, displays, and signs must be maintained in good visual appearance without dents, fading, and chipping, peeling paint or corrosion.
7. Business must monitor and maintain cleanliness and keep free of litter, the area in front of their restaurants as well as the area 10 feet on either side of surrounding sidewalks and area at all times.
8. Outdoor seating, tables, displays, and signs are limited to the description specified in writing by the applicant and as approved by the City Manager.
9. All outdoor seating, tables, displays, and signs on sidewalks or the public right-of-way must be properly weighted and covered each night at the close of business. Please note that outdoor seating, tables, displays, and signs may not be stored in the exterior doorway of the business and may not be stacked up against the building in which the business is located. Seating, tables, displays, and signs used solely for public outdoor dining by a restaurant on City streets or City parking lots which have been closed for the specific purpose of outdoor dining do not need to be removed each night.
10. Use of drums and amplification of live music is not permitted. Live music must adhere to [Section 95](#) of the Municipal Code relating to public nuisance (7 AM to 8 PM Sun. through Thurs., and 9 AM to 10 PM Friday and Saturday or legal holiday).
11. Outdoor areas will be monitored for compliance, and City regulations will be enforced.
12. Permit approval will require proof of General Liability Insurance in the form of a Certificate of Insurance naming the City of Highland Park as additional insured. The coverage must be in an amount no less than \$2,000,000 aggregate and \$1,000,000 per occurrence. Businesses locating items outdoors on private property are not required to provide a Certificate of Insurance.
13. The applicant will defend, protect, indemnify and save harmless the City of Highland Park, its officers, agents and employees from any and all liability arising in any manner out of the use, construction, maintenance, operation or existence of the business' equipment including seating, tables, signage, or displays.
14. All outdoor dining furniture and displays must be removed from the public right-of-way by December 1. Upon failure of the applicant to remove such material, the City may cause the removal of the material and charge the cost of such removal to the applicant.
15. In the event of snow, businesses are responsible for snow removal in front of their business.
16. Signage must adhere to the all provisions of [Section 150](#) of the Municipal Code.
17. This approval may be terminated by the City at any time. Upon such termination, at the sole option of the City, but at the sole cost and expense of the applicant within two days after receipt of written notice from the City, the applicant shall remove the encroachment and cease the use granted hereby. Upon the failure of the applicant to remove the encroachment, the City may undertake or cause the removal of the encroachment and charge the cost of such removal to the applicant.

**CITY OF HIGHLAND PARK**  
**APPLICATION FOR A TEMPORARY OUTDOOR EXPANSION PERMIT**  
**FOR ALL BUSINESSES DESIRING TO PLACE SEATING, TABLES, SIGNAGE, AND**  
**DISPLAYS ON CITY SIDEWALKS OR ON THE PUBLIC RIGHT-OF-WAY AND**  
**RESTAURANTS DESIRING TO PLACE TABLES, CHAIRS, AND SIGNAGE ON SPECIFIED**  
**OUTDOOR DINING AREAS ON CITY STREETS AND PARKING LOTS**

1. Business Name: \_\_\_\_\_
- Name of Applicant: \_\_\_\_\_
- Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_
- Name and Phone Number of Property Owner: \_\_\_\_\_

**2. Attach a site plan indicating the location of the principal building(s) and parking area(s), location and dimensionsof the proposed outdoor use on the City sidewalk or right-of-way, points of building ingress and egress, and location and dimensions of seating, table(s), display(s), and signs. Site plan may be hand drawn and may be submitted as a photograph of the hand drawn site plan or a PDF.**

QUESTIONS 3 THROUGH 10 ARE FOR RESTAURANTS ONLY THAT DESIRE TO PLACE TABLES, CHAIRS, AND SIGNAGE ON SPECIFIC OUTDOOR DINING AREAS ON CITY STREETS/PARKING LOTS

<p>3. Square footage of current indoor dining area:</p> <p>4. Seating Capacity of current indoor dining area:</p> <p>5. Requested square footage of proposed outdoor dining area:</p> <p>6. Requested seating capacity of proposed outdoor dining area:</p> <p>7. Proposed number of outdoor tables and chairs:</p> <p>8. Proposed hours of outdoor operations:</p> <p>9. Will you be providing full restaurant service using wait staff?</p> <p>10. Will you be offering wine, beer, or liquor service for the outdoor seating area?</p>
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**CITY OF HIGHLAND PARK  
APPLICATION FOR A TEMPORARY OUTDOOR EXPANSION PERMIT  
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DISPLAYS ON CITY SIDEWALKS OR ON THE PUBLIC RIGHT-OF-WAY AND  
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OUTDOOR DINING AREAS ON CITY STREETS AND PARKING LOTS**

[APPLICATION SIGNATURE PAGE]

**Affirmation of Property Owner Approval**

I (Applicant) acknowledge and affirm that I have obtained express written permission from the owner of the property at which my business is located to utilize the outdoor area of the property/the public right-of-way adjacent to my business location in order to place seating, table(s), signage, and display(s) as described within this application and can present such express written permission upon request by the City.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Signature of Applicant**

The undersigned applicant hereby accepts all terms and conditions imposed by the City, agrees to adhere to business operation current guidelines set forth under the State of Illinois Restore Illinois Plan, and will adhere to all requirements set forth for the business' respective industry by the Illinois Governor's Office, the Illinois Department of Public Health, and the Lake County Health Department.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**CITY OF HIGHLAND PARK**  
**TENT PERMIT APPLICATION**

DEPARTMENT OF COMMUNITY DEVELOPMENT  
BUILDING DIVISION  
1150 Half Day Rd., Highland Park, IL 60035  
(P) 847.432.0808, (F) 847.926.8885  
(W) [www.cityhpil.com](http://www.cityhpil.com), (E) [building@cityhpil.com](mailto:building@cityhpil.com)

*Installations must meet 2018 edition of the International Fire Code (2018 IFC).  
Visit [www.cityhpil.com/building](http://www.cityhpil.com/building) for a complete list of adopted codes and amendments.*

**\*\*\*A TENT PERMIT IS REQUIRED FOR ALL TENTS OVER 100 SQUARE FEET\*\*\***

<b>The following documents must be submitted in addition to the attached permit.</b>	<b>Document Attached</b>
• Site Plan	
○ Clearly indicate proposed location on property and all dimensions	
• Floor Plan	
○ Clearly indicate location(s) of exits and accessible routes	
○ Clearly indicate location(s) of emergency & exit lighting	
○ Clearly indicate location(s) of electrical equipment (2018 IFC 3106.6)	
○ Clearly indicate location(s) of heating equipment (2018 IFC 3107.12)	
○ Clearly indicate location(s) of fire extinguishers (2018 IFC 3105.9)	
○ Clearly indicate location(s) of CO and fire alarms	
○ Clearly indicate location and dimensions of seating (2018 IFC 3103.11)	
○ Clearly indicate locations and methods of anchoring (as per manufacturer's instructions)	
• Copy of signed rental agreement/contract	
• Copy of tent company's Illinois business license or registration	
• Certificate of Liability Insurance with the City of Highland Park named as additional insured	
• Certificate of flame resistance (2018 IFC 3104.4)	
• Copy of manufacturer's installation instructions	
• Severe weather plan for high winds, lightning, etc. (2018 IFC 3106.4.2)	
• Letter of Homeowner's Association approval (if applicable)	
• Electrical Permit (if applicable)	
• Tree preservation/removal permit (if applicable)	
• Manufacturer's structural calculations for snow load (if intended for winter use)	
<b>Other Items to Note</b>	
• Cooking equipment shall not be permitted inside a tent (2018 IFC 3106.5.1)	
• Tents shall not block access to fire hydrants or other life saving equipment	
• Tents shall not be located within 20' of parked vehicles (2018 IFC 3103.8.2)	
• Approved barriers shall be installed as required	
• An inspection is required before use (requested no less than 48 hours prior)	

**PLEASE SEND ALL SUBMISSIONS VIA EMAIL TO: [building@cityhpil.com](mailto:building@cityhpil.com)**



**CITY OF HIGHLAND PARK  
TENT PERMIT APPLICATION**

DEPARTMENT OF COMMUNITY DEVELOPMENT  
BUILDING DIVISION  
1150 Half Day Rd., Highland Park, IL 60035  
(P) 847.432.0808, (F) 847.926.8885  
(W) [www.cityhpil.com](http://www.cityhpil.com), (E) [building@cityhpil.com](mailto:building@cityhpil.com)

Approval \_\_\_\_\_

Event Site Address(es) \_\_\_\_\_

Permit Number \_\_\_\_\_

**REQUESTOR INFORMATION**

Business Name(s): \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_

Business Owner Name(s): \_\_\_\_\_

Mobile Phone 1: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile Phone 2: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

Mobile Phone 1: \_\_\_\_\_

Date(s) Requested

Mobile Phone 2: \_\_\_\_\_

From: \_\_\_\_\_

Email 1: \_\_\_\_\_

To: \_\_\_\_\_

Email 2: \_\_\_\_\_

Event Description: \_\_\_\_\_

**TENT COMPANY INFORMATION**

Business Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**TENT DETAILS**

Number of Tents: \_\_\_\_\_ Tent Size(s): \_\_\_\_\_

Type (circle one): (A) Top only (B) Sides Down

Electricity (circle one): Yes / No Source: \_\_\_\_\_

Heat (circle one): Yes / No Source: \_\_\_\_\_

Method of Anchoring: \_\_\_\_\_

Distance to Nearest Building: \_\_\_\_\_

**SIGN & DATE**

Business Owner: \_\_\_\_\_

HP Building Manager: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
(If different than business owner)

HP Building Inspector: \_\_\_\_\_

Tent Supplier: \_\_\_\_\_

HP Fire Inspector: \_\_\_\_\_

## **CONDITIONS**

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and studs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paying.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans, and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind of nature whatsoever, brought by any person or arising out of any work performed pursuant to this permit, including but not limited to any and all injuries and damages to person, property, or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand, or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

The permit is issued with the express stipulation that if the existing sidewalk is in bad repair it shall be re-laid at the owner's expense.

## **NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES**

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

**J.U.L.I.E. 1-800-892-0123**

## **Sec. 170.202 AMENDMENTS TO THE INTERNATIONAL BUILDING CODE**

The following amendments to the International Building Code, 2018 Edition, shall control whenever a conflict arises between the amendments set forth in this Section and the provisions of the International Building Code, 2018 Edition.

Section 105.5 shall be amended to read as follows:

Sec. 170.128. Where a permit is required under this Chapter, such permits shall expire after a period of 12 months from the date of issuance. Permits issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Official, or his or her designee, is authorized to grant, in writing and in his sole and absolute discretion, one or more extensions for a period of up to six months each. Each extension shall be requested in writing, and justifiable cause for the requested extension shall be demonstrated. There shall be no fee for the first extension granted pursuant to this Section, but the permittee shall pay a fee for the second and all subsequent extensions granted pursuant to this Section, in the amount set forth in the Annual Fee Resolution.

## **Guarantee Deposit - Unclaimed Guarantee Deposits.**

(iii) Any guarantee deposit deposited with the City after May 2, 2004 shall be transferred to the general corporate fund of the City, if the Permit Holder fails to claim the guarantee deposit within 30 days after the expiration of the building permit for which the guarantee deposit was made. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

(iv) Unclaimed guarantee deposits that are transferred to the City's general corporate fund pursuant to this subparagraph (2)(d) may be used for any corporate purpose of the City. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

## **Re-inspection Fees**

The fee to be paid for re-inspection in excess of one (1) trip, to inspect any single phase of construction as required by the Code Official, due to inaccurate or incorrect information of failure to make necessary repairs or corrections of faulty construction shall be the rate set forth in the Annual Fee Resolution for each trip in excess of one (1) trip.

**By signing this document you acknowledge and agree to terms and policies stated within this document pursuant to the Highland Park Code of 1968.**



**CITY OF HIGHLAND PARK  
ELECTRICAL & HVAC PERMIT APPLICATION**

DEPARTMENT OF COMMUNITY DEVELOPMENT  
BUILDING DIVISION  
1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035  
(847) 432-0808 • FAX (847) 926-8885  
Web: [www.cityhpil.com](http://www.cityhpil.com)

Construction  
Site Address

---

Owner's  
Name

---

Owner's Telephone                      Owner's Email

---

Electrical Contractor  
Business Name

---

Contact  
Name

---

Business Address                      City                      Zip Code

---

Telephone Office                      Cell

---

Electrical Contractor's  
License Number

---

Email  
Address

---

Electrical Contractor  
Signature / Date

---

Comments:

Received / Date                      Approved / Date                      Issued / Date

HVAC Contractor  
Business Name

---

Contact  
Name

---

Business Address                      City                      Zip Code

---

Telephone Office                      Cell

---

Email  
Address

---

HVAC Contractor's  
Signature / Date

---

Comments:

Received / Date                      Approved / Date                      Issued / Date

Master Permit Number \_\_\_\_\_

Electrical Permit Number \_\_\_\_\_

New                       Alter / Repair

Service Revision

Swimming Pool

Elevator, Lift or Hoist

Service Amp Size \_\_\_\_\_

Number of Wire Openings \_\_\_\_\_

Number of fixtures \_\_\_\_\_

Number of Heating  
Kilowatts \_\_\_\_\_

Number of Electrical  
Motor House Power \_\_\_\_\_

Total Permit Fees Due  
\$ \_\_\_\_\_

HVAC Permit Number \_\_\_\_\_

New or Replacement Heating Equipment

Number of Units \_\_\_\_\_

Total Number of  
New (Input) BTU \_\_\_\_\_

New or Replacement Cooling Equipment

Number of Units \_\_\_\_\_

Total Number of New  
Cooling Tons \_\_\_\_\_

Alter or Extend Ductwork

Total Permit Fees Due  
\$ \_\_\_\_\_

**Note: Permits expire 12 months from date of issuance.**

By signing this document you acknowledge and agree that all the information provided is true and accurate on your behalf. You further acknowledge that you have read and accept all responsibilities listed in the conditions and notices found on the back of this sheet referred to as page 2.

## CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and studs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans, and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind of nature whatsoever, brought by any person or arising out of any work performed pursuant to this permit, including but not limited to any and all injuries and damages to person, property, or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand, or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

The permit is issued with the express stipulation that if the existing sidewalk is in bad repair it shall be relaid at the owner's expense.

## NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1-800-892-0123

### **Reinspection Fees**

The fee to be paid for reinspection in excess of one (1) trip, to inspect any single phase of construction as required by the Code Official, due to inaccurate or incorrect information of failure to make necessary repairs or corrections of faulty construction shall be the rate set forth in the Annual Fee Resolution for each trip in excess of one (1) trip.

### **NOTE:**

- Do not allow electrical work to be concealed without Rough inspection and Approval by Label
- To avoid re-inspection:
  - (a) Know your Code (National Electrical Code with Highland Park Amendments)
  - (b) Request inspections at proper times when work is ready to be inspected
- For inspections call (847) 432-0808 in advance of appointed time. Inspection required prior to service connection by utility company
- Secure Final Inspection and Approval prior to placing unit in unattended operation

By signing this document you acknowledge and agree to terms and policies stated within this document pursuant to the Highland Park Code of 1968.