



## WHAT YOU NEED TO APPLY

- A building permit is required for any temporary structure (tent) greater than two hundred (200) square feet. (Ord. 2020-56)
- A **plat of survey**/site plan indicating the location of the temporary structure and information delineating the means of egress and occupant load.
- Flame retardant certification:** 2018 IBC 3102.3.1 & IFC 3104.2 Flame propagation performance treatment. The agent or applicant shall file with the Building official a certificate executed by an approved testing laboratory. The certificate shall indicate that the floor coverings, tents, membrane structures and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance of Test Method 1 or Test Method 2 of NFPA 701 and the manufactures test protocol. **Alternatively, the materials shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of the applicable test method of NFPA 701.** The flame propagation performance criteria shall be effective for the period specified by the permit.
- Permit fee** (see chart below)

Estimated Cost of the Project	Permit Fee
<b>Less than \$500.00</b>	<b>\$40.00</b>
\$500.00 but less than \$1,000.00	45.00
\$1,000.00 but less than \$2,500.00	50.00
\$2,500.00 but less than \$5,000.00	60.00
\$5,000.00 but less than \$10,000.00	90.00
\$10,000.00 or more	12.00 per thousand

## ADDITIONAL INFORMATION

- No work can begin until a building permit has been issued.**
- If a contractor is performing the work, they must be registered with the Village of Bartlett as a licensed contractor.
- Tents are only permitted in the rear yard.**
- Tents shall not be erected, used, or maintained on any lot for a period exceeding three (3) days.
- A final inspection is required** upon completion of work and may be requested through the Village portal or by contacting the Building Division at 630-540-5920 at least 48 hours in advance.