



Village of Northbrook

1225 Cedar Lane

Northbrook, Illinois 60062

847.272.5050

Fax 847.272.1892

www.northbrook.il.us

The Village of Northbrook Permits for Sidewalk Sales

Dear Event Holder:

Thank you for your interest in holding a sidewalk sale in the Village of Northbrook. Each year, the Village receives a number of questions regarding whether any type of permit is necessary for these types. This packet is intended to give you guidance on what notifications need to be made prior to your event. Please review the information below to help determine what type of permits you will need for your event:

- **Sidewalk Sales:** All sidewalk sales must complete the sidewalk sale checklist. The checklist provides guidance on whether or not any additional permits are necessary.

For any questions regarding specific permits, please contact the departments listed on each permit application. For general questions, please contact Village Hall at (847) 272-5050.

PRESIDENT

Sandra E. Frum

BOARD OF TRUSTEES

James A. Karagianis
Todd A. Heller

A.C. Buehler III
Kathryn L. Ciesla

Michael W. Scolaro
Robert P. Israel

VILLAGE CLERK

Debra J. Ford

VILLAGE MANAGER

Richard A. Nahrstadt



Northbrook Fire Department Fire Prevention Bureau – Fire Safety Requirements Sidewalk Sale

Location Address: _____ Date: _____

Location Name: _____

Dates of Event: _____

Requirement Checklist (Please complete the checklist, we recommend this also is given to any and all vendors at the event for review)	Applicant Review	Inspector's Review	
	Please ✓ box Indicating you will Comply	Compliant	Not Compliant
All access and egress routes must be maintained so that crowd management, Police, and Firefighters can move without undue hindrance at any time.			
Displays shall not be positioned in such a manner as to obstruct normal egress from the building.			
All barricades directing/indicating-parking areas must be portable and easily removed.			
No vehicles may be parked in designated fire lanes outside of the buildings.			
All electrical work for the event must be approved.			
<p><u>COOKING:</u> All cooking and heating equipment shall not be located within 20 feet of building exits or combustible materials (including tents). *A portable fire extinguisher with at least a 2A 10BC rating shall be located within ten feet of any LP gas device and/or cooking operations. *Portable LP-gas containers, piping, valves and fittings shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. *Storage of flammable and combustible liquid storage shall be pre-approved prior to the event.</p>			
Fire Extinguishers shall be properly displayed with a tag or label securely attached indicating a current maintenance inspection has been performed. Travel distance between extinguishers shall not be more than 75ft.			

<p>Tents: Should your event have a tent greater than 400 sq. ft. or a canopy greater than 700 sq. ft. you must also complete the tent checklist.</p>			
<p>Required Documents: ALL OF THESE DOCUMENTS ARE REQUIRED FOR APPROVAL OF YOUR EVENT</p> <p>1) The organizers must submit a drawing indicating the location of fire lanes, tents, displays, parking areas, and proximity to adjacent buildings. Fire lanes must be maintained as indicated, following a submittal of proposed vendor's location.</p> <p>2) Tent checklist (if necessary).</p>			

EMERGENCY INFORMATION

Manager/Personnel Responsible for Physical Condition at the Event

Operator Name: _____

Address: _____

Business Phone: _____

Cell/Pager: _____

Additional Personnel

Operator Name: _____

Address: _____

Business Phone: _____

Cell/Pager: _____

Once completed, the checklist must be signed and faxed to Director of Fire Prevention Bureau Kevin Frangiamore at 847/664-4501, at least 48 hours prior to the event. Once submitted, a compliance inspection will be conducted by the Fire Department. For additional assistance questions may be directed to Northbrook Fire Prevention Bureau at 847/664-4500.

Applicant Signature

Date

Fire Inspector Signature

Date



Northbrook Fire Department Fire Prevention Bureau - Fire Safety Requirements Tents

Location Address: _____ Date: _____

Location Name: _____

Dates of Event: _____

Requirement Checklist (Please complete the checklist, we recommend this also is given to any and all vendors at the event for review)	Applicant Review	Inspectors Review	
	Please ✓ box Indicating you will comply	Compliant	Not Compliant
Tents or canopies shall not be located within 20 feet of lot lines, buildings, other tents, outdoor cooking, parked vehicles or other internal combustion engines.			
Open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any unapproved devices shall not be permitted inside the tent unless approved by fire department.			
Smoking shall NOT be permitted in tents.			
Tents, sidewalls and drops shall have a permanently affixed label bearing the identification of size and fabric or material type.			
Tents, sidewalls and drop fabric material shall be treated with a flame retardant criterion of an approved testing agency and be in compliance with NFPA 701.			
Tents shall NOT be joined together by means of a corridor.			
Tents and canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.			
Tent stakes shall be covered with caps or other approved protective means.			
Exits shall be spaced at approximately equal intervals around the perimeter of the tent and shall be located such that all points are 100 feet or less. *IFC 2403.12.2 required number of exits.			
Exit openings from tents shall remain open unless covered by a flame-resistant curtain. No part of the curtain shall obstruct the exit.			
Exit doors shall swing in the directions of exit travel. Minimum width of the means of egress is 72 inches per required exit.			
Aisles shall be unobstructed and have a minimum width of not less than 44 inches.			
Occupancy load shall be calculated per IFC table 1004.1.1. -standing space = 5 sq. ft. per person -chairs only = 7 sq. ft. per person -tables and chairs = 15 sq. ft. per person			

Occupancy load as determined by the Fire Prevention Bureau shall dictate number of exits. For 10-199 2 exits are required, 200-499 3 exits are required, 500-999 4 exits are required, see FPB for larger.			
Exits shall be clearly marked. Exit signs shall be installed at required doorways when exit serves an occupant load of 50 or more. Exit signs shall be of an approved self-luminous type.			
Emergency lighting shall be installed and illuminate mean of egress.			
Fire Extinguishers shall be properly displayed with a tag or label securely attached indicating a current maintenance inspection has been performed. Travel distance between extinguishers shall not be more than 75ft.			
A representative from the event shall inspect the facility twice a day to ensure compliance with noted regulations.			
<u>Required Documents:</u>			
Certification of flame resistance document for each tent. This certification must be presented prior to approval of the tent permit.			

Tent Vendor

Business Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Emergency Telephone: _____

Once completed, the checklist must be signed and faxed to Director of Fire Prevention Bureau Kevin Frangiamore at 847/664-4501, at least 48 hours prior to the event. Once submitted, a compliance inspection will be conducted by the Fire Department. For additional assistance questions may be directed to Northbrook Fire Prevention Bureau at 847/664-4500.

Applicant Signature

Date

Fire Inspector Signature

Date