

CITY OF PALOS HEIGHTS

7607 W. College Drive
Palos Heights, IL 60463
(708) 361-1800



**OUTDOOR SALES OF MERCHANDISE
IN B DISTRICT PERMIT APPLICATION
FEE: \$75.00**

Name of Applicant: _____ Date: _____

Name of Business: _____

Address: _____ City _____ State _____ Zip _____

Phone _____ Fax No. _____ Email _____

Federal Employer I.D. # _____ Illinois Sales Tax # _____

PERMIT REQUESTED FOR:

Description of merchandise to be sold:

Dates and hours of sale (no more than 10 days allowed)

Location of Sale _____

Please attach copy of Permission Letter from property owner

Additional permits and associated fees are required for the following. Please check if applicable.

_____ I will be using a tent

_____ I will have electrical hook-up

_____ I will advertise with signs

Signature of Applicant: _____

Office Use:

To License, Permits & Franchise Committee: _____

Meeting Date & Time

Approved by City Council on _____

Permit Issued by: _____ Fee Paid: _____ Date: _____

Copy of permit distributed to: Clerk's Office, Building Department, and Police Department

§ 110.23 PERMIT FOR THE OUTDOOR SALES OF MERCHANDISE IN B DISTRICT.

(A) Permit required. A permit shall be required for the outdoor sale of merchandise in the B Business District except motor vehicles by licensed motor vehicle dealers.

(B) Definitions. As used in this section, the following terms shall have the following meanings:

(1) **MERCHANDISE.** Goods or commodities. This term as defined does not include liquor.

(2) **OUTDOOR SALES.** Sales from a display of merchandise located outside the exterior walls of an enclosed structure on either private or public property.

(C) (1) Application for issuance of permit. The city shall have available for applicants an application form requesting a permit, which form shall identify the nature of the merchandise to be sold, the days and hours of the sale requested, and the outdoor area where the merchandise is proposed to be sold.

(2) Application for a permit shall be made to the city clerk. The issuance of such permit shall be subject to the recommendation of the licenses, permits and franchises committee and to the approval by the mayor and the city council.*

(D) Number of days. The number of days during which any one applicant can engage in the outdoor sale of merchandise shall not exceed ten days per calendar year per applicant; provided, however, that the city council is authorized to extend the permitted number of days for the sale of flowers, live plants and garden supplies. The number of days during which any one multi-business organization applicant can engage in the outdoor sale of merchandise shall not exceed three four-day periods per calendar year per multi-business organization.

(E) Special advertising signs and promotions. In conjunction with applying for an outdoor sales permit, applicants may also request approval of special outdoor advertising signs and promotional devices not otherwise permitted by the sign ordinance of the city. Special advertising signs and promotions may, with city council approval, be displayed for a specific period prior to and including the outdoor sales period.

(Ord. 39-87, passed 9-1-87; amend. Ord. 88-21, passed 4-5-88; amend. Ord. 90-14, passed 6-19-90; amend. Ord. 90-33, passed 10-2-90)

***PLEASE NOTE:**

The License, Permits & Franchise Committee meets on the 2nd Tuesday of each month.

City Council Meetings are held on the 1st and 3rd Tuesday of each month

APPLICATION FOR TENT/TEMPORARY STRUCTURE PERMIT



7607 W College Drive
Ph: (708) 361-1804 Fax: (708) 923-7112
building@palosheights.org

REAL ESTATE TAX I.D. #: _ _ - _ _ - _ _ - _ _

APPLICANTS: COMPLETE ALL ITEMS AND SUBMIT WITH ALL SUPPORT DOCUMENTATIONS			
LOCATION OF IMPROVEMENT	ADDRESS _____		
	SUBDIVISON _____	LOT _____	
OWNER	NAME _____	PHONE	
	ADDRESS _____	Home: _____	
	EMAIL _____	Business: _____	
		Cell: _____	
CONTRACTOR	NAME _____	Business: _____	
	ADDRESS _____		
	CONTACT _____	Cell: _____	
	EMAIL _____		
Call Building Department once tent/structure is erected. Prior to use.		TOTAL COST OF IMPROVEMENT \$ _____	
24 Hours Notice Required For All Inspections			
BUILDING DEPARTMENT USE ONLY		I hereby declare that the above information is correct, and I do agree, in consideration of and upon issuance of a building permit, to perform only such work as described herein. I further declare that I am the owner, his contractor or authorized agent and have permission from the owner to apply for this permit. I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, ORDINANCES AND CODES OF THIS JURISDICTION.	
BUILDING PERMIT NO. _____			
BUILDING PERMIT FEE \$ _____			
APPROVED BY _____		_____ Print Name	_____ Signature of Applicant
		_____ Date	

Temporary Structures / Tents



7607 W College Drive
Ph: (708) 361-1804 Fax: (708) 923-7112
building@palosheights.org

Permit Required:

Temporary structures, tents, etc, in excess of 120 ft² in area intended for the gathering of then or more persons.

Submittal Requirements:

Documents shall include a site plan indicating location of tent with information delineating the means of egress and the occupant load. An affidavit attesting to the following shall be submitted:

- A. Name and address of the owners of the tent.
- B. Date the fabric was last treated with flame resistant solution.
- C. Name of chemical used in treatment.
- D. Name of entity treating material.
- E. Name of agency and test standard by which fabric was tested.

Code Requirements:

The tent fabric must be:

- A. Approved non-combustible material.
- B. Flame resistant material, or
- C. Material treated in an approved manner rendering the material flame resistant.

Exit access travel distance shall not exceed 100 feet. Installation shall comply with the National Fire Protection Association (NFPA) standard 102.

APPLICATION FOR TEMPORARY SIGN PERMIT



7607 W College Drive
Ph: (708) 361-1804 Fax: (708) 923-7112
building@palosheights.org

REAL ESTATE TAX I.D. #: _____

APPLICANTS: COMPLETE ALL ITEMS AND SUBMIT WITH ALL SUPPORT DOCUMENTATIONS			
LOCATION OF IMPROVEMENT	ADDRESS _____		
	SUBDIVISON _____	LOT _____	
OWNER	NAME _____	PHONE	
	ADDRESS _____	Home: _____	
	EMAIL _____	Business: _____	
		Cell: _____	
CONTRACTOR	NAME _____	Business: _____	
	ADDRESS _____		
	CONTACT _____	Cell: _____	
	EMAIL _____		
Submit Plat of Survey indicating location of sign; show dimensions, proposed text and the type of construction for sign. Indicate the date when sign will be posted on site and the expected date the sign will be taken down.		TOTAL COST OF IMPROVEMENT	
A maximum of 32 Square Feet is allowed for Temporary Signs			

_____		\$ _____	
BUILDING DEPARTMENT USE ONLY		I hereby declare that the above information is correct, and I do agree, in consideration of and upon issuance of a building permit, to perform only such work as described herein. I further declare that I am the owner, his contractor or authorized agent and have permission from the owner to apply for this permit.	
BUILDING PERMIT NO. _____		I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, ORDINANCES AND CODES OF THIS JURISDICTION.	
BUILDING PERMIT FEE \$ <u>75</u>		_____	
APPROVED BY _____		Print Name _____	
		Signature of Applicant _____ Date _____	