



FREQUENTLY ASKED QUESTIONS EXPANDED TEMPORARY OUTDOOR DINING & TENTS WINTER 2020

CAN MY RESTAURANT CONTINUE OUTDOOR DINING THIS WINTER?

For Private Property: The City Council passed an Ordinance on October 5th allows Expanded Temporary Outdoor Dining on private property to continue through Phase 4 of the Governor's Restore Illinois Plan. A no-fee, Temporary Outdoor Dining Permit is required. View the [program guidelines for private property here](#) and the [permit application can be found here](#). City staff will be conducting periodic inspections to ensure compliance with codes and requirements.

For Public Property: (which includes city parking lots, City lands (1st Street Plaza), roads, and sidewalks): The City Council will consider a proposal to extend the Temporary Outdoor Dining program for Public Property on October 19, 2020. Owners should be cautioned that in most cases, no tents will be permitted on City sidewalks. If the Council approves outdoor dining on public property, then a permit will need to be obtained. Information regarding the guidelines and application will be available after October 19.

DO I NEED A PERMIT TO PUT UP A TENT?

YES, if the tent is over 400 square feet

YES, if the tent will have any side panels

NO, if the tent is under 400 square feet

[The tent permit application can be found here.](#)

IS THERE A PERMIT FEE?

There is no fee for tent permits issued in 2020.

CAN I HAVE HEATERS IN MY TENT?

Gas or propane heaters will not be allowed inside the tent. Your tent company should be able to supply a code compliant heater to meet your needs. Be aware heaters must be located at least 10 feet from an exit and propane cylinders must be located 10 feet from any combustible surface. The Fire Department will review information submitted with permit applications to ensure compliance with City codes.

CAN I HAVE SIDE PANELS ON MY TENT?

Yes, but once a single side panel is installed a tent permit will be required regardless of the size of the tent.

DOES MY TENT NEED TO BE FLAME RETARDANT?

Yes. Any tent that requires a permit will have to provide a certificate of flame spread from the tent company.



WHAT TYPES OF LIFE SAFETY COMPONENTS WILL MY TENT NEED?

Clear exit paths, exit signs, emergency lights, and fire extinguishers will need to be indicated on a plan when submitting your tent permit application. City staff will also review the plan to ensure that proper air flow and ventilation has been provided. City staff will conduct periodic inspections to ensure compliance with codes.

WHAT INFORMATION DO I NEED TO PROVIDE WITH MY TENT PERMIT?

Private Property: Detailed description of what materials are required for a tent permit, please review the application which can be [found here](#).

Public Property: tents erected on public property will require additional documentation including certificates of insurance showing the City of St. Charles as additionally insured and a signed indemnification form holding the City harmless in the event of an accident. (requirements subject to approval at the City Council meeting on 10/19/2020).

WHO DO I CONTACT IF I HAVE MORE QUESTIONS ABOUT OUTDOOR DINING OR TENTS?

For any further questions, you can contact the following staff in the City's Community & Economic Development Department:

- Economic Development Planner Ciara Miller at (630) 762-6924 OR clmiller@stcharlesil.gov
- Allen Fennell or Holly Miller in the Building and Code Enforcement Office at (630) 377-4406 OR bceadm@stcharlesil.gov