



100 Parkers Mill, Oswego, IL 60543
Ph: 630-554-3259 • Fax: 630-554-3306

Application for a Special Event Permit

In order to insure that the Village can plan adequately for the location and/or services that you are requesting on this application, please adhere to the following requirements:

- This application must be filled out completely in order to be processed. Do not put “same as last year” as the file containing last year’s application may not be available for review. If the question does not apply to your event, mark the space “N/A”.
- When returning this application, please include a non-refundable \$25.00 check or money order for the application fee payable to: Village of Oswego, 100 Parkers Mill, Oswego, IL 60543. This application fee is separate from other fees or costs which may be incurred as a result of specific services provided by the Village such as Public Works, departmental over-time, traffic channelization, etc.
- Your application, check and site plan **MUST** be received at least **EIGHT (8) WEEKS** prior to the proposed date of your event. After the Village has reviewed your application, you will be contacted prior to a permit being issued only if there is a need to clarify information, work out proposed changes or reimbursement costs associated with using the site requested such as solid waste removal, traffic management, and police services. If you have any questions regarding this application please call the Village of Oswego office of the Village Clerk at 630-554-3259.

FOR OFFICE USE ONLY	
Permit No. _____	Issue Date: _____
Application Fee: _____	Date Paid: _____
Total Fees: _____	Date Paid: _____

1. Sponsoring Organization: _____
2. Address: _____
3. Daytime Telephone Number: _____
4. Person Responsible for Conducting the Event: _____
5. Address: _____
6. Daytime Telephone Number: _____
Evening Telephone Number: _____
7. Type of Event (please check all that apply):

<input type="checkbox"/> Festival	<input type="checkbox"/> Block Party	<input type="checkbox"/> Concert
<input type="checkbox"/> Rally	<input type="checkbox"/> Foot Race*	<input type="checkbox"/> March*
<input type="checkbox"/> Walk-a-Thon*	<input type="checkbox"/> Parade*	<input type="checkbox"/> Other

** Attach proposed route or map, including assembly and disbanding areas. In the event that a State Route must be temporarily closed, please allow extra time so that approvals can be acquired from the State of Illinois Department of Transportation.*

Name of Event: _____

Describe Event: _____

8. Date of event (no rain dates): _____ Hours of event: _____
Date for set up for event: _____ Hours for set-up: _____
Date for dismantling of event: _____ Hours for dismantling: _____
9. Purpose of event: _____

10. Will an entry/admission fee (excluding vendors) be charged to participate?

No: _____ Yes: _____ If yes, how much?: _____

List all parties who will receive the proceeds from this event: _____

11. Location of Event (check all that apply)

Street: _____ Public Lot: _____ Park: _____

List proposed streets to be closed: _____

Closest cross streets to the event site: _____

Street address or block number: _____

Date and time of street closing: _____

Date and time of street re-opening: _____

Park name: _____

Please contact the Oswegoland Park District at 630-554-1010 if your event includes use of Park District property.

12. Should vehicle parking be restricted in specific areas? Yes: _____ No: _____

If yes, "no parking" signs are required to be posted.

Indicate the area where you would like parking to be restricted: _____

13. Will barricades be necessary for a street closure? Yes: _____ No: _____

If yes, give exact location for delivery of barricades (after the event please put barricades back to the location that they were delivered): _____

14. Indicate parking areas identified to accommodate persons attending the event: _____

Indicate parking area identified to accommodate event sponsor, employees, volunteers and other vehicles not needed on site: _____

15. Is this a first-time event at this location? Yes: _____ No: _____

If no, how does this event differ from previous years? _____

16. Projected number of persons attending this event, both participants and spectators:

Number and type of vehicles used for event: _____

Purpose of vehicles: _____

Is a tent, or other temporary structure(s), including booths, being erected or used on site for this event? Yes: _____ No: _____

If yes, include a description, or a site plan, diagramming where the structure(s) will be located on the site. An application for a tent permit must also be submitted; that application is attached for your convenience. The Clerk's Office will forward the tent permit application to the Building and Zoning Department. If you wish to request the used of Village equipment, contact the Department of Public Works at 630-554-3242.

17. If applicable, list the exact tent or other temporary structure(s) size and description: _____

Name of tent company; or company erecting temporary structure(s): _____

Phone Number: _____

18. Will a generator be used for power: Yes: _____ No: _____

19. Will electrical wiring need to be installed: Yes: _____ No: _____

20. Will signs or banners be hung: Yes: _____ No: _____

If yes, how many? _____

Describe in detail the proposed location(s) or attach a site plan: _____

For sign permits and information on sign regulations, contact the Building and Zoning Department at 630-554-2310.

21. How many port-a-johns will you be providing on site for this event? _____

One for every 500 people is requested for events lasting over two (2) hours and please remember to have an appropriate number available that are handicapped accessible.

22. How do you plan to publicize this proposed event? Attach a cop of the publicity plan, or flier if available. _____

23. Will there be any entertainment, performances or music? Yes: _____ No: _____

If yes, describe: _____

24. Will water be needed? Yes: _____ No: _____

For use of a fire hydrant, contact the Dept. of Public Works at 630-554-3242

25. Describe in detail your plan for cleaning, recycling, and disposing of all refuse from this event. You must provide a plan for accommodating recyclables. _____

Clean-up Committee Contact Person: _____

Daytime Phone Number: _____

26. Will any additional trash receptacles, recycle bins, and/or dumpsters be required in the event area? If so please list the number and identify on the site map the location of additional trash receptacles/recycle bins/dumpsters.

Yes: _____ No: _____ Number of trash receptacles: _____

Number of dumpsters: _____ Number of recycle bins _____

Where exactly at the event site will the trash receptacles, recycle bins or dumpsters be delivered or located? Please mark location on site plan. _____

27. Are any street peddlers or vendors participating in you event?

Yes: _____ No: _____ If yes, how many food vendors: _____;
Merchandise vendors:_____. For permits and information, contact the
Village of Oswego at 630-554-2310.

28. Do you plan to sell beer, wine or liquor for public consumption?

Yes: _____ No: _____ If yes, you must obtain a license from the
Village President who is the Liquor Control Commissioner; please contact the
Village Clerk's office at 630-554-3259. The Village of Oswego expects all
licensees to engage in responsible sales and consumption practices.

The Village license authorizes the licensee retail sale of beer, wine or liquor on
the specified premises, streets, roads or parks. The boundaries of the licensed
premises and the duration of the license shall be established by the Liquor Control
Commissioner. The licensee or the special event sponsor shall maintain the
premises in a neat, orderly and safe condition, shall provide such traffic control
and sanitation facilities as may be required by this permit to protect the public
health, safety, welfare and morals of the residents of the Village, and shall restore
the premises after expiration of the special event permit to its prior condition,
including the removal of trash, rubbish and garbage. No alcoholic liquor shall be
brought onto, or taken out of, the premises, or consumed on the premises other
than that provided by the licensee.

The retail sale and consumption of alcoholic liquor, authorized by this Special
Event Permit, shall be limited to the premises specified in the permit, which
premises shall be entirely enclosed in a tent, in a fenced area, or entirely enclosed
by a double fence with at least four (4) feet separating each fence row,
demarcating the permit premises.

The licensee, or the special event sponsor, shall have sufficient persons at each
entrance and exit to the specified premises to collect any fee charged, prohibit any
alcoholic liquor from entering or exiting the premises, check identification and
put identifying symbol on any person twenty-one (21) years of age or older to

allow them to purchase alcoholic beverages. No person without the symbol may purchase an alcoholic beverage on the premises.

All persons who will check identification and dispense symbols shall attend a course of instruction given by the Oswego Police Department prior to the special event.

29. What are your plans for providing security? Include the name, address and phone number of the security firm, if applicable. _____

For the use of Oswego Police Department personnel and costs, contact the Oswego Police Department at 630-551-7300.

30. What are your plans for providing emergency services? _____

Thank you for taking the time to complete this application clearly and completely. Remember to include your site plan, if appropriate, and sign your application below. We look forward to working with you on a very successful event.

Date: _____

Applicant Signature: _____

Print or Type Name: _____

Daytime Phone Number: _____



BUILDING DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545
Website: <http://www.oswego.il.gov>

GENERAL INSTRUCTIONS FOR TENTS AS TEMPORARY STRUCTURES

Tents, membrane structures and other structures erected for a period of less than 180 days. Those erected for a longer period of time shall comply with the separate requirements for a membrane structure as governed by Section 3103 of the International Building Code.

1. A Permit Is Required For Temporary Structures That Meet At Least One Of The Following:

- A. Covers an area in excess of 120 square feet.
- B. Used or intended to be used for the gathering together of ten or more persons.

Exception: Tents used exclusively for recreational camping purposes shall be exempt from the above requirements.

2. Documents Required When Applying For Permit:

- A. A completed accessory permit application signed and dated
- B. A site plan indicating the location of the temporary structure
- C. Information delineating the means of egress from the temporary structure
- D. Occupant load
- E. Flame resistance certification

Certification: An affidavit or affirmation shall be submitted to the code official and a copy retained on the premises on which the tent or air supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:

1. Names and addresses of the owners of the tent or air supported structure.
2. Date the fabric was last treated with flame resistant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

4. Portable Fire Extinguishers:

1. At least one portable fire extinguisher with a minimum 4-A rating or two portable fire extinguishers with a minimum 2-A rating each shall be provided.
2. Portable fire extinguishers shall bear the label of an approved agency, be of an approved type and be installed in a visible location to which the occupants have access.

5. Fire Hazards:

1. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structure.
2. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of the tent, canopy or membrane structure.



BUILDING DEPARTMENT

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Building Permit Application for Existing and Accessory Structures

Permit No. _____

CUSTOMER DATA

Name of Owner: _____
Property Address: _____
Daytime Phone #: _____ Cell #: _____
Subdivision: _____

CONTRACTOR DATA

Name of Contractor: _____
Address of Contractor: _____
City: _____ State: _____ Zip: _____
Daytime Phone #: _____ Cell #: _____

PROPOSED PROJECT DATA

TOTAL OVERALL COST: \$ _____

DESCRIPTION OF WORK:

Existing Structure:

- ____ (5) **Remodel** / ____ (10) **Demolition** / ____ (9) **Re-roof**
- ____ (4) **Addition** / ____ (11) **Plumbing work** / ____ (11) **Electrical work**
- ____ (11) **Radon Mitigation** / ____ (4) **Garage/attached** ____ (3) **Garage/detached**

Accessory:

- ____ (3) **Fence** ____ wood ____ chain link ____ other - _____
____ new ____ replacement / height ____ 3' ____ 4' ____ 5' ____ 6'
- ____ (3) **Patio** size ____ X ____ / ____ concrete ____ pavers
- ____ (3) **Deck** / ____ (3) **Pergola** / ____ (3) **Service Walk** / ____ concrete ____ pavers
- ____ (3) **Driveway** ____ asphalt ____ concrete
- ____ (3) **Shed** size ____ X ____ / ____ pre-built ____ built on site
- ____ (3) **Swimming Pool** ____ above ground ____ in ground
- ____ (11) **Other** - describe _____
- ____ (19) **Temporary Pool**
- ____ (21) **Lawn Irrigation**

CERTIFICATION

The applicant agrees to conform to all applicable laws of this jurisdiction. I also agree that all work performed under this permit will be in accordance with the plans and specifications which accompany this application., except for such changes as may be required by the inspection officials.

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: _____
Signature of Owner or Owner's Agent

DATE

PERMIT APPROVED BY:

Building Inspector _____ Date _____