

East Dundee and Countryside Fire Protection District

General Permit Application

Marc Quattrocchi, Fire Marshal
MQuattrocchi@edfire.com
847-602-6050



401 Dundee Ave, East Dundee, IL 60118
Fireprevention@edfire.com
847-426-7521x410 www.edfire.com

Project Information

Date of Application:	Requested Permit Start Date:
Project/Business Name:	
Permit Address:	

Applicant Information

Applicant Name:	Applicant Cell:
Applicant Email:	
Applicant Mailing Address:	

Contractor Information

Contractor Business Name:	
Contractor Name:	Contractor Phone:
Contractor Address:	
Primary Contact Name:	Primary Contact Phone:

Permit/Project Description:

Permit Type

There shall be two types of permits as follows:

1. Operational permit.

An operational permit allows the applicant to conduct an operation or a business for which a permit is required by The 2021 International Fire Code Section 105.5 for either:

- A prescribed period.
- Until renewed or revoked.

2. Construction permit

- A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by The 2021 International Fire Code Section 105.6

Permit Type Applying For
(Check all that apply)

CONSTRUCTION PERMITS

- ☐ Automatic fire-extinguishing systems
- ☐ Aboveground storage tanks
- ☐ Belowground storage tanks
- ☐ Sprinklers
- ☐ Standpipe systems
- ☐ Fire Pumps & related equipment



Demolition

- ☐ Emergency Responder Communication Coverage System (ERCCS)
- ☐ Energy Storage System / Solar Photovoltaic power systems / EV Station
- ☐ Fire alarm and detection systems and related equipment
- ☐ Stationary fuel cell power systems

- ☐ Gas detection systems
- ☐ Gates and barricades across fire apparatus roads
- ☐ Smoke Control or Smoke exhaust systems
- ☐ Temporary Membrane structures and tents
- ☐ High Rack/High Piled Combustible Storage

☐ HIGH-PILED COMBUSTIBLE-

Storage of combustible materials in closely packed piles or on pallets, in racks or on shelves where the top of the storage area is greater than 12 feet

☐ HIGH-PILED HIGH-HAZARD

COMMODITIES-Storage such as rubber tires, Group A plastics, flammable liquids, idle pallets, and similar materials where the top of the storage exceeds 6 ft

OPERATIONAL PERMITS

- ☐ Energy Storage System / Solar Photovoltaic power systems / EV Station
- ☐ Explosives
- ☐ Manufacturing/Storage/Handling/Sale/ Use
- ☒ Fireworks & Pyrotechnic special effect Manufacturing/Storage/Handling/ Sale/Use
- ☐ Hazardous Materials Storage/Transport on site/Dispense/ Use, or Handle as required
- ☐ Magnesium Melt/Cast/Heat treat or grind



Mobile Food Prep Vehicle



Prescribed or Open Burns



Outdoor Assembly Event

- ☐ Temporary membrane structures and tents
- ☐ Temporary Amusement Rides / Inflatable Rides
- ☐ Aboveground storage tank
- ☐ Underground storage tank
- ☐ Open flames/torches/candles
- ☐ Special Use/Not Listed (*explain in the description section above*)



FOR PRESCRIBED OR OPEN BURNS, MOBILE FOOD VEHICLES, ASSEMBLY EVENTS, FIREWORKS & PYROTECHNIC DISPLAYS & DEMOLITION, FILL OUT THE PROPER PERMIT APPLICATION WITH THE FIRE DISTRICT

Attachments Required with Application (IFC 2021 Compliant)

- All plans and required support documentation must be submitted electronically in an approved format by the fire code official per IFC 2021. Plans will be reviewed, returned as approved for onsite display, and kept by the contractor/owner.
- Verification of applicable state licenses for designers/installers in compliance with IFC 2021.
- Documentation demonstrating compliance with applicable IFC 2021 sections related to the permit type requested.
- Site plans meeting IFC 2021 requirements (tanks, tents, high-piled storage, etc.).
- Flame-retardant certifications per IFC 2021, where applicable.
- Special Event Application (if applicable under IFC 2021).
- Insurance certificates (if required under IFC 2021 or local amendments).
- Life Safety Evaluation for large event/tent permits per IFC 2021 Section 403.

Notes

- Work **shall not begin** until permit approval is received.
- Inspection fees apply per the EDFD fee schedule.
- All above-ground/underground storage tanks require OSFM permitting and proof prior to installation.
- Tents/structures require site/floor plans with clearance documentation.
- Flame-retardant, clearance, and extinguisher requirements per IFC 2021 must be met.

Signature

By signing, I acknowledge that the above information is accurate and that I will comply with EDFD and IFC 2021 requirements:

Applicant Name (print): _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

PERMIT APPLICATION FAQs

Fire Alarms / Sprinkler Suppression Systems / Spray Booths / High Rack / High Piled Combustible-Hazardous Storage

- **New Systems:**

- Work must not begin until the application has been approved and the plans have been submitted and approved by the fire code official.
- Drawings are to be submitted electronically at the time of application for approval, returned as approved for onsite display, and kept by the contractor/ owner.
- All supporting documentation must be submitted electronically in an approved format to the fire code official.

- **Existing Systems:**

- A permit application must still be submitted and approved.
- Adjustments to current systems still require plans, or As-Built, to be submitted and approved before work begins.

Inspection fees apply; refer to the fee schedule for pricing.

Aboveground (AST) / Underground Storage (UST) Tanks

- **Permit:**

- An application permit is required to install, operate, repair, or modify a protected aboveground fuel tank for dispensing and/or storage.

- **To obtain a Permit:**

- All plan drawings, calculations, and spec sheets, including verification of all applicable state licenses possessed by the designer/installer, IFC2021 compliance, and the company performing the work must be submitted to the fire code official. At least one additional set of hard copy plan drawings must be submitted for Fire Department retention. The plans shall include the design, details, and specifications of the following:
 - Quantities and types of liquid to be stored.
 - Distances from tanks and dispensers to property lines and buildings (site plan)
 - Emergency equipment access easements
 - Location of portable fire protection appliances
 - Vehicle impact protection devices
 - Protected aboveground tanks and their supports.
 - Method of storage and dispensing
 - Overfill prevention, spill containment, vents, vapor recovery, dispensers, and other equipment and accessories.
 - Seismic designs in accordance with the building code
 - Secondary containment provisions
 - Diking design and capacity
 - Venting
 - Piping
 - Electrical systems

- Emergency controls; and,
 - Other information as required by the Fire Code Official
- All aboveground and underground storage tanks must be permitted by the Office of the Illinois State Fire Marshal, and proof of the State Application must be submitted before installation.
-

High Rack / High Piled Combustible Storage

• **HIGH-PILED COMBUSTIBLE STORAGE**

- Storage of combustible materials in closely packed piles or combustible materials on pallets, racks, or shelves where the top of the storage is greater than 12 feet (3658 mm) in height. Where required by the fire code official, high-piled combustible storage also includes certain high- hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets, and similar commodities, where the top of the storage is greater than 6 feet (1829 mm) in height.

• **HIGH-PILED STORAGE PERMIT**

- A Permit is required to install, add any new, racking, or plans for High-Pile storing of combustible and flammable material in any existing or new building. As set forth by the 2021 INTERNATIONAL FIRE CODE SEC.3201.2

• **CONSTRUCTION DOCUMENTS**

- At the time of building permit application for new structures designed to accommodate high- piled storage or for requesting a change of occupancy/use, and at the time of application for a storage permit, plans and specifications shall be submitted for review and approval. In addition to the information required by the International Building Code, the storage permit submittal shall include the information specified in this section. The construction documents shall include the following:
 - A Floor plan of the building showing locations and dimensions of high-piled storage areas.
 - Usable storage height for each storage area.
 - Number of tiers within each rack, if applicable.
 - Commodity clearance between the top of storage and the sprinkler deflector for each storage arrangement.
 - Aisle dimensions between each storage array.
 - Maximum pile volume for each storage array.
 - Location and classification of commodities in accordance with Section 3203.
 - Location of commodities that are banded or encapsulated.
 - Location of required fire department access doors.
 - Type of fire protection systems.
 - Location of valves controlling the water supply of ceiling and in-rack sprinklers.
 - Type, location, and specifications of smoke removal and curtain board systems.
 - Dimension and location of transverse and longitudinal flue spaces.
 - Where required by the fire code official, additional information regarding required design features, commodities, storage arrangement, and fire protection features within the high-piled storage area shall be provided at the time of permit.

Tents and Temporary Structures

Tents and canopies used for occupancy and/or cooking operations are subject to a fire inspection.

Sources of Ignition: Smoking is prohibited in or around tents, canopies, and temporary membrane structures. “No Smoking” signs shall be clearly posted. Fireworks, open flames, and any other device capable of igniting combustible materials shall not be used in any area in or around tents, canopies, and temporary membrane structures, as well as around any combustible material. **Propane heaters are not permitted inside any enclosed area.**

Applications for any tent, canopy, or temporary membrane structure shall include the following:

1. A site plan with the proposed location of the tent, including measurements showing distances to surrounding buildings and/or property lines. A minimum 20-foot separation and fire access are required.
2. A proposed floor plan of the tent, showing the location and number of exits, fire extinguishers, stages, seating arrangements, tables, and any other items.
3. Flame retardant certificates shall be submitted with the application and should be the manufacturer’s documentation attesting to the certification.
4. Any cooking and/or open flames.
5. Heaters and ventilation.
6. Items specific to the event should be included for review.

THE EDFD MAY REQUEST SPECIAL EVENT APPLICANTS TO SUBMIT AN EMERGENCY ACTION PLAN WITH AN EDFD SPECIAL EVENT APPLICATION.

Life Safety Evaluation:

1. Name of event, participants, and projected number of attendees.
2. Access and egress movement, including crowd density problems.
3. Medical emergency mitigation plan.
4. Fire hazards.
5. Permanent and temporary structural systems.
6. Severe weather mitigation plan.
7. Civil or other disturbances mitigation plan.
8. Mitigation plan for a hazardous material incident within or near the facility.
9. Relationships among facility management, event participants, emergency response agencies, and others involved in the facility's events.

Please ensure that all items are addressed; any missing and/or incomplete evaluations will result in a delay and/or denial of the submitted application.

HOT FOOD VENDOR REQUIREMENTS

EDFD regulates the use of food booths or food trucks. Food Trucks must obtain an operational permit from the Fire District and the local Village or County. These requirements shall apply to single vendors, freestanding booths, and food trucks. Cooking within tents containing seating is subject to additional requirements. All food vendors are subject to inspection before the start of the event. *Failure to comply with the following regulations may result in closure until compliance is met.*

- **Flame Retardant Requirements:** All sidewalls, drops, and tops of tents and canopies shall be of flame-resistant material or treated with a flame-retardant application as the manufacturer recommends. And have a permanently affixed label bearing the following information
 - The identification of size, fabric, or material.
 - The names and addresses of the manufacturers of the tent or air-supported structure, a statement that the fabric or material meets the requirements of NFPA 701
 - If treated, the date the fabric or material was last treated with flame-retardant solution, trade name or kind of chemical used in treatment, name of person or firm treating the fabric or material, and name of testing agency and test standard by which the fabric or material was tested.
- **Portable Fire Extinguishers:**
 - Each food booth shall have at least one (1)—2A:10BC fire extinguisher with a current state inspection tag from a licensed contractor. If there will be any deep fat frying or cooking that produces grease-laden vapors, a Class K fire extinguisher with a current state inspection tag from a licensed contractor shall be provided in addition to the ABC type.
- **Vendor Location:**
 - Food booths shall have a clearance of at least 20 feet on two (2) sides.
 - The booth shall not be located within 10 feet of any rides, tents, structures, or devices.
 - Cooking that produces sparks and/or grease-laden vapors shall not be conducted within 10 feet of a structure or combustible overhang.
- **Cooking Appliances:**
 - Any cooking appliance used shall be listed for its intended use.
 - Deep fat fryers are not permitted to be used under tents and shall be located at least 18 inches from the outside wall of the tent.
 - If a fryer is to be used in conjunction with a barbecue (BBQ), it shall be at least three (3) feet away from the BBQ.
 - Use of fryers also requires a Class K fire extinguisher as outlined above.
 - BBQs are not permitted to be used in food booths. In addition, any fuel is to be kept at least 10 feet away from any heat source.
 - BBQs that are in use shall be located at least 10 feet from a structure, combustible materials, and overhangs. BBQs and other open flame devices located outside of a structure shall be secured from falling and kept away from contact by the public.
- **Smoking:**
 - Smoking is prohibited within food booths or 25 feet of any fuel source.
- **Generators:**
 - Generators shall be located at least 20 feet from tents or canopies and isolated from the public by a means approved by the EDFD.
 - Flammable liquid-filled equipment shall not be used within temporary membrane structures, tents, or canopies.

- Flammable and combustible liquids shall be stored outside in approved/marked containers. Containers shall be located at least 50 feet from temporary membrane structures, tents, or canopies.
- Refueling shall be performed in an approved location not less than 20 feet from a temporary membrane structure, tents, or canopies. **Refueling of hot generators is not permitted.**
- A 2A:10BC fire extinguisher with a current state inspection tag is required for any operation with a generator.
- **Fuel:**
 - Fuel tanks (LPG) shall be stored outside of the structure.
 - The tanks shall be secured (to prevent tipping) and located away from any public contact.
 - The size of the tank is restricted to 25 pounds unless prior approval is received from the EDFD.
 - Tanks must be stored a minimum distance of 5 feet from the outside of the tent/booth.
 - Tanks must have a shut-off valve.
 - Stoves must have an on-off valve.
 - Hoses must be of an approved type for use with the equipment.
 - Tanks must be protected from damage and secured in the upright position.
 - Propane tanks must have a pressure regulator located at the tank valve.
 - These requirements shall also be followed by all trucks, trailers, and stands.
 - Butane or propane tanks cannot be stored in tents/booths.
 - Tanks must be turned off when not in use.
 - All tanks, connections, fittings, and hoses must be tested for leaks prior to use.
 - A minimum of eighteen inches (18") must be between the tent/booth backdrop material and cooking appliances. A minimum of sixteen inches (16") must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the sixteen inches (16") separation requirement includes the provision of a sixteen-inch (16") in height, full-width splash guard.