City of St. Charles
Outdoor Sales - Events

Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office) 630.443.4638 (Fax)
http://www.stcharlesil.gov

Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406

A building permit is required for all outdoor sales or event projects. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- An application is to be completed.
- The following information is required to be submitted with application:
  - Plat plan indicating:
    a. Location of the proposed Temporary Outdoor Sales Area or Open Sales Lot, including structures such as tents.
    b. Certificate of flame proofing for tents.
    c. Details on electric provided.
    d. Details and location on fire extinguishers.
    e. Location of existing parking spaces and access drives.
    f. Any proposed signage.
  - Description of merchandise that will be sold.
  - Period of time requested for Open Sales Lot or Outdoor Sales Area.
- **See attached example for the above listed requirements**
- Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees: **Payment is to be in the form of check, cash, or money order.**

⇒ A **filing fee** is to be paid at time of submission of application and plans.
  - A fee of $70.00 (to be paid at time of submittal)

⇒ **Re-inspection fee**. During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
  - $65.00 per Building & Code Enforcement Department re-inspection for all types of inspections during construction (excluding finals)
    $85.00 per re-inspection for all residential final inspections

Owner – Business Operator

⇨ Compliance with above indicated codes, ordinances, and inspections required.
⇨ The plan reviews and stamped "FIELD COPY" of the plans are to be on the job site.
⇨ A minimum of 24-hour notice is required when scheduling any inspection.
⇨ At the end of the time period granted to sell Christmas Trees, and wreaths all trees, wreaths and any trash generated by the event shall be removed from the property. The sites shall be left in a clean and neat condition.

Restrictions and Operations associated with permitted temporary Outdoor Sales Areas and Open Sales Lots shall:

- ❑ Temporary Outdoor Sales or Events shall be limited three (3) events within one (1) calendar year per lot. These events shall be restricted to the following time limits: one (1) event of not more than ninety (90) days, and two (2) events of not more than thirty (30) days each.
- ❑ Zoning setbacks required for the proposed location are to be followed.
- ❑ Open sales lots are restricted to sales of Christmas trees.
- ❑ Open sales are restricted to private property, and no sales and storage shall be permitted on publicly owned land unless approved by the City Council.
- ❑ Open sales are not to occupy required parking spaces. Christmas tree operations require two (2)-parking spaces per 1,000 sq. feet of display area.
- ❑ The illumination of any exterior sign shall be only during business hours or until eleven (11:00) PM, whichever is later.
- ❑ Sales operation shall not obstruct required fire lanes, access to building or utility equipment, or egress from buildings on the lot or on adjoining property.

General Tent Requirements

- Permits shall be required for tents or temporary structures in excess of 120 square feet (IBC 3103.1.1).
- UL listed 10lb size ABC type fire extinguishers shall be available for use in the event of a fire. Per section 2404.12 of the International Fire Code.
- Exits shall be clearly marked & adequate lighting shall be provided while tent is occupied. Per section 2403.12.6 of the International Fire Code.
- Smoking shall not be permitted in the tent. "No Smoking" signs shall be posted. per section 2404.6 of the International Fire Code.
- Propane containers shall be secured and located a minimum of 10 feet from the tent. Per section 2404.16 of the International Fire Code.
- Heating equipment shall not be located within 10 feet of the exits and installed according to the International Mechanical and Fuel Gas Codes. Per section 2404.15 of the International Fire Code.
- Tent shall be adequately braced and anchored to prevent against collapsing. Per section 2403.9 of the International Fire Code.
- Location of tent(s) shall not affect the number of exits or the capacity of the means of egress afforded to the existing building. Per section 1001.2 of the International Fire Code.
- Hay, straw, shavings or similar combustible materials shall not be located within any tent. Per Section 2404.5 of the International Fire Code.
- Provide certificate showing flame retardant factors of the tent material. Per section 2404.4 of the International Fire Code.
- Material shall meet requirements of NFPA 701 (Sec.2404.2)
- Minimum of two-2 exists shall be provided 36-inches for membrane structures; 72-inches for tents (Section 2403.12.2)

Note: There may be additional requirements based on other special circumstances as they relate to the location and size of tents.

Inspections:

The following is a list of inspections, which might be required for your project.

- Δ Electric
- Δ Final

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

* St. Charles Municipal Code
* 2009 Int'l Building Code w/revisions
* 2008 Nat'l Electrical Code w/revisions
* 2009 Int'l Fire Prevention Code w/revisions

General Requirements:

A. Outdoor Sales

This Section regulates Outdoor Sales areas that are used for longer periods of time than Temporary Outdoor Sales areas permitted in Section 17.20.050 A, whether permanent or seasonal. These Outdoor Sales areas are permitted only if allowed by the regulations of the zoning district in which the lot is located, and shall conform to the following requirements:

1. Outdoor Sales shall not be conducted within 50 ft. of any residential zoning district or public street unless completely screened from view. Complete screening shall consist of an opaque barrier of landscaping, walls, fencing, berms or other methods sufficient in density and height to render the Outdoor Sales operation invisible from the lot line of any lot in a residential zoning district, and from the street. Outdoor sales located more than 50 feet from residential zoning districts and public streets need not be screened.
2. The lot coverage of Outdoor Sales areas on the lot shall be limited to not more than five percent (5%) of the lot area; the lot coverage of Temporary Outdoor Sales areas shall not be included in this calculation.
3. Outdoor Sales shall be conducted only within the designated area.
4. Outdoor Sales areas and the surrounding premises shall be maintained in an orderly manner, free of litter and other refuse. Storage of goods for sale shall be no more than five (5) feet in height. Outdoor Sales shall not obstruct required access to buildings or parking spaces on the site, or to adjoining property.
5. Outdoor Sales areas accessory to a Gas Station are permitted without a special use, provided their area is limited to a total lot coverage of 30 square feet multiplied by the number of dispensing pumps on the lot, and shall be located only within the pump islands or on a sidewalk adjoining the building. Outdoor Sales accessory to a Gas Station in excess of this limitation shall require a Special Use, if required by the district regulations.
6. See 17.20.050 A for additional provisions applicable to Temporary Outdoor Sales.

B. Outdoor Storage

Outdoor storage, other than parking and storage of commercial and recreational vehicles as regulated by Sections 17.24.110 and 17.24.120 shall only be allowed as an accessory use as provided in the district regulations, and shall be screened in accordance with Section 17.26.120.

C. Refuse Dumpsters and Recycling Containers

Outdoor refuse dumpsters, recycling containers, compacting equipment, pallet storage, baled cardboard, and other refuse and recycling materials are permitted as an accessory use in any zoning district, provided that they are screened in accordance with Section 17.26.120 A, and that the refuse and recycling materials shall only be permitted to be present on the lot until the next regular refuse and recycling pickup date for the property served.

17.20.040 TEMPORARY USES – GENERAL PROVISIONS

A permit shall be required for temporary uses allowed in this Title, except that temporary uses operated or sponsored by a governmental entity and located on a lot owned by that entity do not require a permit, but shall otherwise be subject to the requirements of this Chapter.

The applicant shall submit a site plan or other suitable description to the Building & Code Enforcement Division Manager, with any required permit fee. As a condition of permit issuance, the Building & Code Enforcement Division Manager may require conformance with specific conditions regarding the operation of the temporary use as may be reasonably necessary to achieve the requirements of this Chapter. If the Building & Code Enforcement Division Manager finds that the applicable requirements have not been met, he may revoke the permit and may require the cessation of the temporary use. Where a permit for a temporary use has been revoked, no application for a new permit shall be approved within six months following revocation.

All temporary uses, including but not limited to those enumerated in Section 17.20.050 hereof, shall comply with the following requirements:

A. No temporary use shall be established or conducted so as to cause a threat to the public health, safety, comfort, convenience and general welfare, either on or off the premises.

B. Temporary uses shall comply with all requirements of the Fire Prevention Code and other applicable codes and regulations. If necessary to ensure the protection of public safety due to the presence of a particular hazard, the Fire Chief may require the operator of the temporary use to employ a fire watch team and/or appropriate security personnel.

C. Temporary uses shall not obstruct required fire lanes, access to buildings or utility equipment, or egress from buildings on the lot or on adjoining property.

D. Temporary uses shall be conducted completely within the lot on which the principal use is located, unless the City Council authorizes the use of City-owned property or right of way.

E. When a permit is required for a temporary use, the Building & Code Enforcement Division Manager shall make an assessment of the number of parking spaces reasonably needed for the permanent uses on the lot where the proposed temporary use is to be located, on the basis of the particular temporary use, the seasonal demand for parking on the lot at the time the temporary use is proposed, and the availability of other public and private parking facilities in the area. The Building & Code Enforcement Division Manager may deny the permit for a temporary use if he finds that the temporary use will result in inadequate parking being available for permanent uses on the same lot that are not connected with the business proposing the temporary use.

F. During the operation of the temporary use, the lot on which it is located shall be maintained in an orderly manner, shall be kept free of litter, debris, and other waste material, and all storage and display of goods shall be maintained within the designated area. Storage of goods for sale shall be no more than five (5) feet in height.

G. Signs for a temporary use shall be permitted only in accordance with the Chapter 17.28, Signs.

17.20.050 PERMITTED TEMPORARY USES

A. Temporary Outdoor Sales

Temporary Outdoor Sales shall be limited to three (3) events within one (1) calendar year per lot. These events shall be restricted to the following time limits: one (1) event of not more than ninety (90) days, and two (2) events of not more than thirty (30) days each.

B. Farmstands and Farmers Markets

Outdoor Farmstands and Farmers Markets shall be permitted in any non-residential district. No products shall be exhibited or offered for sale except the following: fresh dairy goods, fruits, nuts, grains, vegetables, juices, flowers, plants, herbs and spices produced or grown by the vendor, baked goods made by the vendor, and food-related incidental items such as cook books.

C. Outdoor Arts, Crafts and Plant Shows, Exhibits and Sales

Outdoor arts, crafts and plant shows, exhibits and sales conducted by a nonprofit or charitable organization shall be permitted in any non-residential zoning district, and may be conducted in addition to the time limits for Outdoor Sales Areas for a period of not more than seven (7) days.

D. House, Apartment, Garage and Yard Sales

House, apartment, garage and yard sales are allowed in any residential district, when the offering for sale includes personal possessions of, or arts and crafts made by, the owner or occupant of the dwelling unit where the sale is being conducted; in addition, personal possessions of other neighborhood residents may also be offered for sale. Such uses shall be limited to a period not to exceed three (3) consecutive days, and no more than two (2) such sales shall be conducted from the same residence in any twelve (12) month period. A permit or prior approval of the City shall not be required for such uses.

E. Temporary Outdoor Entertainment

Temporary Outdoor Entertainment shall be permitted as part of a community festival or an event hosted by the City, Park District, School District, or other governmental body, or as a temporary accessory use to a private business use. When Temporary Outdoor Entertainment is conducted as part of a community festival or event, no permit is required; when conducted as an accessory use to a business use, a permit is required and the following additional standards shall be met:

1. The application for a permit for Temporary Outdoor Entertainment shall be submitted a minimum of thirty (30) days before the date that the outdoor entertainment event is to commence. The applicant is encouraged to meet with the City staff to discuss the application and coordinate services that may be provided by the City. The Building & Code Enforcement Division Manager may refuse to issue a permit for Temporary Outdoor Entertainment when the application is received less than 30 days before the date that the entertainment is to commence, if he finds that there is inadequate time to review the application and arrange for the provision of necessary City services.
2. Permits for Temporary Outdoor Entertainment accessory to a business use shall be limited to a maximum of three (3) days, and the permitted hours of operation shall be limited to between 12:00pm (noon) to 10:00pm. No business establishment shall be permitted more than two (2) Temporary Outdoor Entertainment permits per calendar year.
3. The sound level produced by Temporary Outdoor Entertainment accessory to a business use shall not exceed sixty (60) decibels, as measured at the property line in any residence district.

F. Carnivals

Carnivals shall meet the requirements of Chapter 5.48, Carnivals, of the St. Charles Municipal Code. Carnivals shall be limited to a maximum of 14 days, and a maximum of three (3) permits may be issued within one calendar year per lot.

G. Temporary Contractor Trailers and Real Estate Model Units

Temporary contractor trailers and real estate sales trailers or model units shall be permitted in any zoning district when accessory to a construction project for which a building permit or site development permit has been issued. Such uses shall be limited to a period not to exceed the duration of the active construction phase of such project or the active selling and leasing of space in such development, as the case may be. No such use shall contain any sleeping or cooking accommodations, except those located in a model unit.

CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984

Department: Building & Code Enforcement Division **Phone: (630) 377-4406** **Fax: (630) 443-4638**

Application for Building Permit – Outdoor Sales or Events

Application Date: _____ **Parcel No.** _____ **Permit No.** _____

Please Print All Information

I, do hereby apply for a permit for the following work located at _____

Description of proposed work: _____ Estimated Cost: _____

Check List for Submittal of Application:

Building Permit Application – Completely Filled Out.
Two-2 copies of the Plat of Survey or site plan showing:

a. Location of the proposed Temporary Outdoor Sales Area or Open Sales Lot, including structures such as tents, etc.
b. Certificate of flame proofing for tents.
c. Details on electric provided.
d. Details and location on fire extinguishers.
e. Location of existing parking spaces and access drives.
f. Any proposed signage

Description of merchandise that will be sold.
Signature of authorization from the owner.
Submittal fee of $70.00 – payment is to be by cash or check payable to the City of St. Charles
Period of time requested for Open Sales Lot or Outdoor Sales Area.
Date of Installation:_____ **Date of Removal:**_____
Refer to Information Packet for Detailed Information

Owner of Property

Name: _____

Address: _____

City/State/Zip Code _____

Phone: _____

Applicant/Contact

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

General Contractor

Name: _____

Address: _____

City/State/Zip Code _____

Phone: _____

Electrical Contractor

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Continued on reverse side

Please Print All Information

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

_____
Applicant Signature

_____
Authorized Signature of Property Owner
(if different from applicant for a temporary sign, banner, etc.)

Report of the Building Official

Remarks:_____

_____

_____

Accepted:_____ Rejected:_____ Date:_____

Signed:_____

03.01.2015

For Office Use

Received_____

Fee Paid:_____

Receipt #:_____

Check #: _____