



**CITY OF NAPERVILLE
DEVELOPMENT SERVICES TEAM
APPLICATION FOR TEMPORARY BUILDING, STRUCTURE & USE OF LAND**

PERMIT # _____

Complete this application and submit it to the Development Services Team (DST), 400 S. Eagle Street, Naperville.
Applications will not be accepted by mail. For further information, contact the DST at (630) 420-6100 option 2.

All information must be complete. Incomplete applications will not be accepted.

ADDRESS OF TEMPORARY USE:

CITY _____ ST ____ ZIP _____

PROPERTY OWNER:

ADDRESS _____

CITY _____ ST ____ ZIP _____

PHONE _____

EMAIL _____

CONTACT PERSON _____

APPLICANT:

ADDRESS _____

CITY _____ ST ____ ZIP _____

PHONE _____

EMAIL _____

CONTACT PERSON _____

CONTRACTOR:

ADDRESS _____

CITY _____ ST ____ ZIP _____

PHONE _____

EMAIL _____

CONTACT PERSON _____

Date(s) Structure is to be up: _____ To _____ Total Days: _____

(Note: Temporary buildings, structures or uses of land shall not be established for a period exceeding six months without approval by the Naperville City Council.)

Electrical Service: Yes No If yes, total amperage: _____ (Provide details below.)

Proposed Use and Additional Information:

ITEMS SUBMITTED:

**Application
Site Plan & Specifications**

**Disclosure of Beneficiaries
Cert. of Insurance – City Property Only**

I, _____, being the applicant or owner of the premises in which the temporary building, structure or land use shall be established, agree to conform with and abide by all the rules, regulations, and provisions of the City Ordinances pertaining to the installation and maintenance of said building, structure or land use, now or hereafter in force.

Signature _____ Date _____

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility



CITY OF NAPERVILLE

TEMPORARY STRUCTURE CHECKLIST

ADDRESS: _____

SITE PLAN

Provide a site plan that clearly shows the property and any improvements such as buildings, parking areas and sidewalks. A plat of survey is preferable, but a clear aerial photograph such as a Google Map exhibit may be acceptable.

Draw the proposed temporary structure to scale and label the exterior dimensions

Show the property lines and label the distance from the temporary structure to the property lines.

Label the distance from the temporary structure to any permanent buildings on the property.

Show any parking spaces or drive aisles that will be impacted by the temporary structure.

STRUCTURE INFORMATION

Provide the manufacturer's information for any pre-manufactured structures or design plans for any custom-built structures.

Provide any flame spread or fire-proofing designations and/or certificates.

Provide wind ratings if applicable.

Provide information on how the structure will be fastened to the ground.

Show the location and type of any safety barriers necessary for structures that are in the proximity of vehicular traffic.

INTERIOR LAYOUT

Provide sketch of the interior layout. Include any seating areas, tables, stockpiles and storage areas, etc.

Indicate and dimension clear aisle space.

Show the location and dimensions of all exits.

Show the location of any fire extinguishers.

ELECTRICITY

Indicate the location of the electrical service, if applicable.

Provide details for the installation of the electrical service.

Show the location and type of lighting. Specify hours of lighting operation.

HEAT

Provide details and the location for any heating units that will be used.

Provide information about any food preparation/cooking.

SANITARY & WASTE DISPOSAL

Show the location and number of any portable toilets.

Show the location and size of any dumpsters that will be used for waste disposal.