



# Village of Bloomingdale

## TEMPORARY LAND USE SPECIAL EVENT REQUIREMENTS

*"Growth with Pride"*

### **Building & Zoning Department**

[buildingandzoning@vil.bloomingtondale.il.us](mailto:buildingandzoning@vil.bloomingtondale.il.us)

phone: (630) 671-5660

fax: (630) 893-1596

### **Village Hall Hours**

Monday-Friday

8:30 am – 4:30 pm

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- ▶ **Completed Application for Permit Form**
  - ▶ **Documentation indicating permission from the property owner, if applicable**
  - ▶ **Certificate of insurance (with the Village of Bloomingdale named as certificate holder)**
  - ▶ **Site Plan of the Event, indicating no blocking of fire lanes, walkways, ramps or vehicular areas**
  - ▶ **Proposed signage for the Event, provide sketch of signs/banners and proposed locations**
  - ▶ **DuPage County Health Department approval if preparing food in the event area**
  - ▶ **Certificate of flame resistance for tent installation(s) and means for anchoring, if applicable**
  - ▶ **Payment of Fee \$25.00 per day, unless waived**