



**Village of Glen Ellyn**  
**Community Development Department**  
 535 Duane Street  
 Glen Ellyn, IL 60137  
 Phone: 630-547-5250  
 Fax: 630-547-5370  
 www.glenellyn.org

## Guideline Anchorage of Freestanding Tents

**Purpose:**

This guideline has been prepared to provide information related to best practices for the safe erection of temporary freestanding tents.

**Anchoring system:**

All tents shall be anchored to prevent vertical and horizontal movement, or collapse of the tent structure, when subjected to elements of the weather. Minimum anchor requirements are indicated in the following chart.

<b>Minimum Anchor Resistance to Wind Uplift Load to be provided at each tent support post</b>		
<b>Tent Size</b>	<b>All 4 Sides Open</b>	<b>1 or more Sides Closed</b>
Smaller than 20' x 20'	30 pounds	50 pounds
20' x 20'	80 pounds	120 pounds
Larger than 20' x 20'	As determined by tent manufacturer or licensed structural engineer	

Anchor systems may consist of components specifically manufactured to provide anchorage of tents including, but not limited to, steel weights, cement blocks, weight bags, sand bags, water containers or driven or screwed-in stakes. For all tents with a covered area larger than 400 square feet, provide manufacturer's published data sheet for anchor component or, provide the tent manufacturer's or structural engineer's recommended anchor diagram and details.

**A. Stakes:**

- i. Provide in size, quantity and location per manufacturer's written recommendations or as established by an Illinois licensed structural engineer
- ii. The use of tent stake anchors or screwed-in anchors is not permitted on Village-owned streets, sidewalks, parking lots or other paved surfaces
- iii. All stakes shall have protective covers installed
- iv. Permit applicant or tent installer shall contact JULIE (Joint Utility Locating Information for Excavators) in advance of driving or screwing any stakes by calling 8-1-1 or 800-892-0123, or by using the JULIE online service request system

**B. Water containers:**

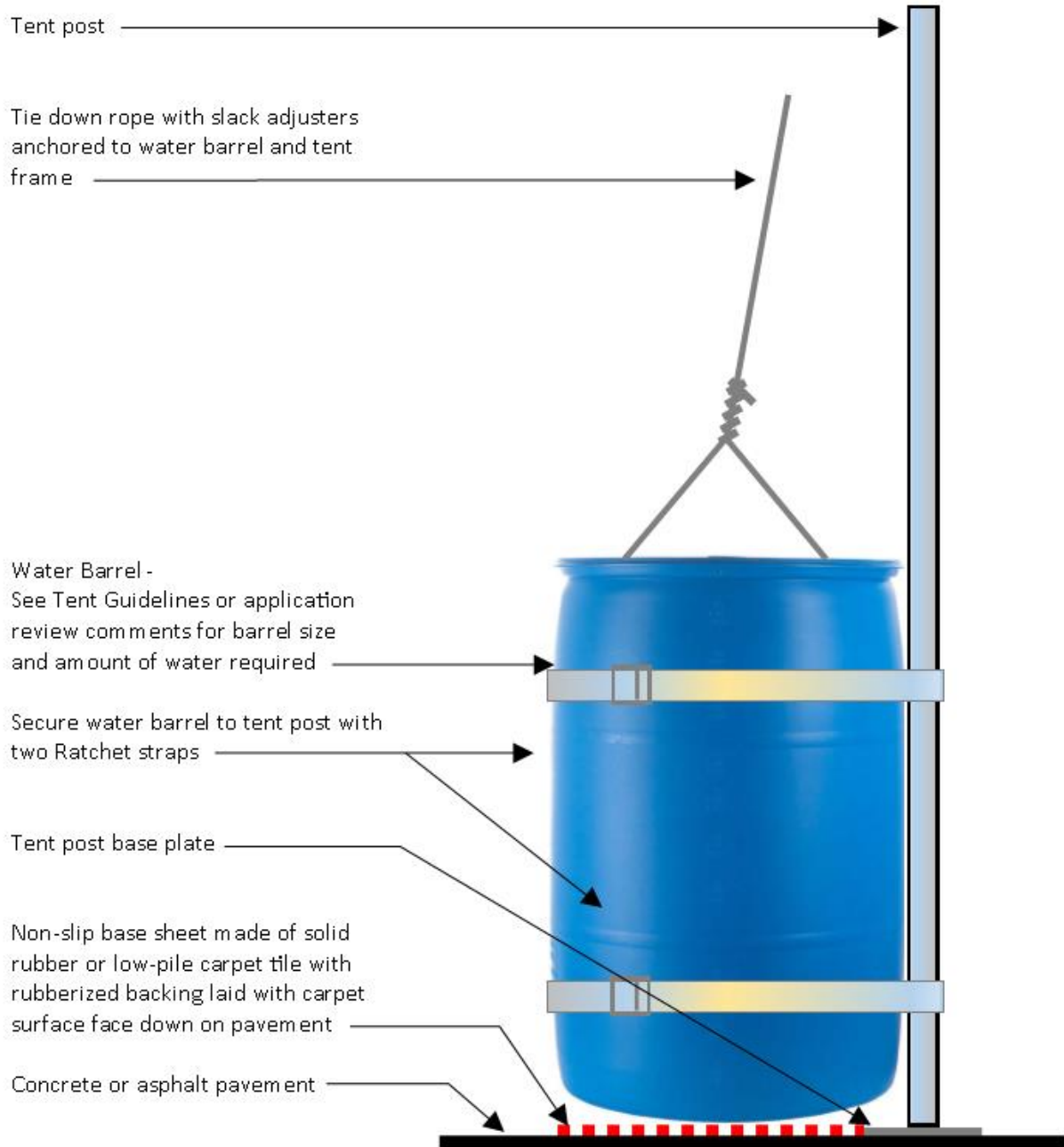
- i. All water barrels shall be set on a minimum 1/4"-thick rubber pad, or low-pile carpet tile with rubberized backing facing upward, with a minimum size no less than three inches larger than the base of the water barrel (see attached detail) to prevent sliding on paved or grassy surfaces
- ii. All water barrels shall be anchored to the tent support post with two ratchet straps, one within 4 inches of the top of the barrel and one within 4 inches of the bottom (see attached detail) to prevent tipping under applied vertical wind load
- iii. All water barrels shall be anchored at the top of the tent support post with a ratchet strap (see attached detail)

**C. Restrictions on anchoring:**

- i. Tents shall not be tied down to Village owned property or equipment such as street lighting or parking meter poles
- ii. The use of bungee or shock cords to anchor a tent is not permitted

# Water Barrel Attachment Detail

For Installations on Paved Surfaces



## **Questions:**

Questions regarding the Application for Building Permit, codes, and other requirements regulating tent structures within the Village should be directed to the Community Development Department at 630-547-5250