



# Village of Midlothian Building Department

14801 S. Pulaski Road, Midlothian, IL 60445  
P: (708) 385-8642 F: (708) 389-0255

buildingdepartment@villageofmidlothian.org

## SPECIAL EVENT

### SPECIAL EVENT REQUIREMENTS:

- Submit a completed permit application. Missing information may delay permit approval.
- A site plan is required showing where the special event will be set up. If a tent/canopy is used, please provide the separate tent/canopy permit application.
- If you are leasing your business space, written permission from your landlord is required.
- Provide the following additional required information:

Reason for special event \_\_\_\_\_

Event date(s) \_\_\_\_\_

Hours of operation \_\_\_\_\_

Will food be served \_\_\_\_\_

If "yes", health inspections and fees will be required

Will there be electricity required Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", an electrical permit is required for electrical hook-ups & generators  
(Exterior grade extension cords are required for any use outside)

It is understood that approval of plans submitted to the Building Department for review is a conditional approval only and construction shall be subject to compliance with Village of Midlothian Ordinances.

It is further understood that, in the event of conflict between the approved plans and provisions of the ordinances, the ordinance shall be the final authority.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

- ☐ Midlothian Fire Department
- ☐ Midlothian Police Department
- ☐ Midlothian Health Department
- ☐ Midlothian Building Department