



COMMUNITY DEVELOPMENT DEPARTMENT  
110 E. Sycamore St., 4<sup>th</sup> Floor  
Sycamore, IL 60178-1497  
(815) 895-7188  
[www.dekalbcounty.org](http://www.dekalbcounty.org)

## Temporary Use Permit Application

~ Permit Applicant to Detach and Save This Page ~

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**Temporary Use Permit Submittal Checklist: Please check off the following as they are completed**

- Permit application filled out completely
- Site plan and/or Plat of Survey, which should include items such as: parking plans; setbacks for any structures; etc.
- A detailed summary of the use/event; including, but not limited to: a description of the use; projected dates of operation; beginning/opening and ending/closing times; expected number of customers / projected turnout; will there be food or alcohol; is the event invitation-only or open to the public; etc. (If one exists, a copy of the event program and/or promotional flyer is also requested.)
- Application fee (cash or check) due at time of application – Note: Contractors Offices are also required to submit a financial guarantee of \$1,000 (cash, check, or Letter-of-Credit) at the time of submission, to insure their removal once the project is completed.

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### What Happens Next?

Your application and all submittals may be dropped off at the DeKalb County Community Development Department. The Community Development Director will review the application and either approve, approve with conditions, or deny the petition. The applicant will then be contacted by this Department with the Director's decision. If approved, you will receive a copy of the signed permit, which will detail any conditions of approval for the use.

#### NOTICE FOR TEMPORARY USES INVOLVING "AMUSEMENT ACTIVITIES"

The applicant must provide a copy of the permit approving the Temporary Use (or verification that a permit would not be required) from the following entities:

DeKalb County Health Department      (815) 758-6673 --- for Food & Sanitation

DeKalb County Sheriff's Department      (815) 895-7260 --- for Safety & Traffic

DeKalb County Clerk      (815) 895-7156 --- for Alcohol & Fireworks

**Notice:** Permit recipients are required to comply with the Human Trafficking Resource Center Notice Act (775 ILCS 50/1, *et seq.*) to the extent that it applies to them. A State of Illinois model notice can be found at <https://www.dhs.state.il.us/page.aspx?item=82023>.

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**OFFICE USE ONLY**

Permit No: TU - \_\_\_\_\_ - \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Date of Application \_\_\_\_\_

**Application for a Temporary Use Permit**

Name / Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Location of Proposed Use \_\_\_\_\_

Parcel Number \_\_\_\_\_

Owner of Record \_\_\_\_\_

Consent of Property Owner (Signature) \_\_\_\_\_ Date \_\_\_\_\_

**Type of Temporary Use:**

Christmas Tree Sales: \_\_\_\_\_ Real Estate Offices: \_\_\_\_\_ Contractors Offices: \_\_\_\_\_

Amusement Activities: \_\_\_\_\_ Type: \_\_\_\_\_

Other: \_\_\_\_\_ Describe: \_\_\_\_\_

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**Approved:    YES        NO**

**Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Community Development Director**

\_\_\_\_\_  
**Date**