



Village of Mount Prospect

Community Development Department – Building Division
50 South Emerson Street
Mount Prospect, Illinois 60056
Phone: 847/870-5675 Fax: 847/870-6620

CARNIVAL
OR
AMUSEMENT
EVENT
SUPPLEMENT

Carnival/Amusement Permit Application Supplement

The following items are required for the application process to obtain a permit for a **Carnival or Amusement Event** in the Village of Mount Prospect.

A completed building permit application and copies of the documents listed below shall be submitted prior to issuance of a permit for an event and/or provided on site for inspection purposes.

Required Permit Submittal Information

- Building Permit Application (1) – This form must be filled out completely with a submittal that should include a site plan of the event and food vendor information attached. **(With submittal)**
- State Carnival and Amusement Ride Permit – Copies of State Permit and list of all rides approved for use. **(With submittal)**
- Proof of Liability Insurance – Copy of the State Requirement fulfilling the minimum amount of insurance for all event(s). **(Required on site). If the Carnival or Amusement event is held on Village Property, then the insurance for the event should also indemnify and list the Village as an additional insured.**
- State Ride Inspection Reports – Copies of inspection report(s) indicating all rides approved for use. **(Required on site)**
- Back Ground and Sex Offender Registry Check – Copies of the completed applications and results. **(Required on site)**
- Non-Destructive Test Reports – Copies of all tests and the results. **(Required on site)**
- Please schedule Village inspection(s) at least 48 hours in advance. All rides and attractions are to be fully installed and operational at time of inspection. Allow ample time for inspection(s) to be completed in a timely manner**
- Building, Electrical, Fire, and Health Inspection** of all tents and services that would include but may not be limited to electrical connections, bonding, grounding, marking of cords/devices, trip hazards, egress pathways, ride access from all areas of the event, state inspection stickers for current year of operation affixed properly to all rides, barrier protection, and any obvious safety concerns that may endanger the safety of the event attendees.

NOTE - This checklist provides the applicant with the information necessary for a complete submittal. Omission of any items listed constitutes an incomplete submittal and may result in a denial of the permit or a delayed approval. Additional requirements may be necessary dependant on field or specialized conditions.

All Contractors Must Have A Current Mount Prospect Contractors License Prior To The Issuance Of The Permit.