

These are general guidelines only and more information may be required on a case by case basis

A building permit is required for tents that are greater than 60m² (645ft²) in gross floor area.

Required documents for building permit application:

- Comprehensive site plan
- 1 complete set of construction drawings
- Owner Authorization form, if applicant is not the property owner
- Flame retardant certificate that certifies the fabric of the tent to CAN/ULC-S109 “Flame tests of Flame-Resistance Fabrics and films” or NFPA 701 “Fire tests for Flame Propagation of textiles and films”
- Letter from organizer and/or owner acknowledging number of washroom facilities to be provided at the event

***** All forms, permit documents and construction drawings, to be submitted electronically in PDF Format Only**

For tents larger than 225 m² (2,422ft²), the **structural drawings must be stamped and signed by a professional engineer** and show framing and anchorage details. The project engineer is also required to submit a **Commitment to General Review** at time of permit application and an inspection report for the tent structure at the completion of the project.

Site Plan Requirements

A comprehensive site plan or copy of the property survey showing:

- a. Dimensions of property
- b. Proposed location of temporary tent
- c. Location of well and septic system, if applicable
- d. Distance from temporary tent to property lines, septic system, well
- e. Hydro Lines – location, height or depth of overhead lines

Construction Drawings showing:

- i. The length, width and height of the tent
- ii. Locations of fire extinguishers
- iii. Layout of furnishings (tables, bar, servery)
- iv. All points of exit

Code requirements:

- All tents shall be at least 3m from the property line
- All tents shall be at least 3m from other tents or structures on the same property line unless the tents are not intended to be occupied by the public
- Fire code requires that there be no open flame (i.e. Cooking facilities) within tent
- Access shall be provided to within 100ft (30m) of all tents for in case emergency services are required

Building permit fees

The cost of the building permit is a flat fee of \$410.00.

Where to apply for a building permit?

Please apply for your permit using Cloudpermit, our e-permitting software here:

<https://www.get.on.ca/living-here/building-permits-and-inspections>

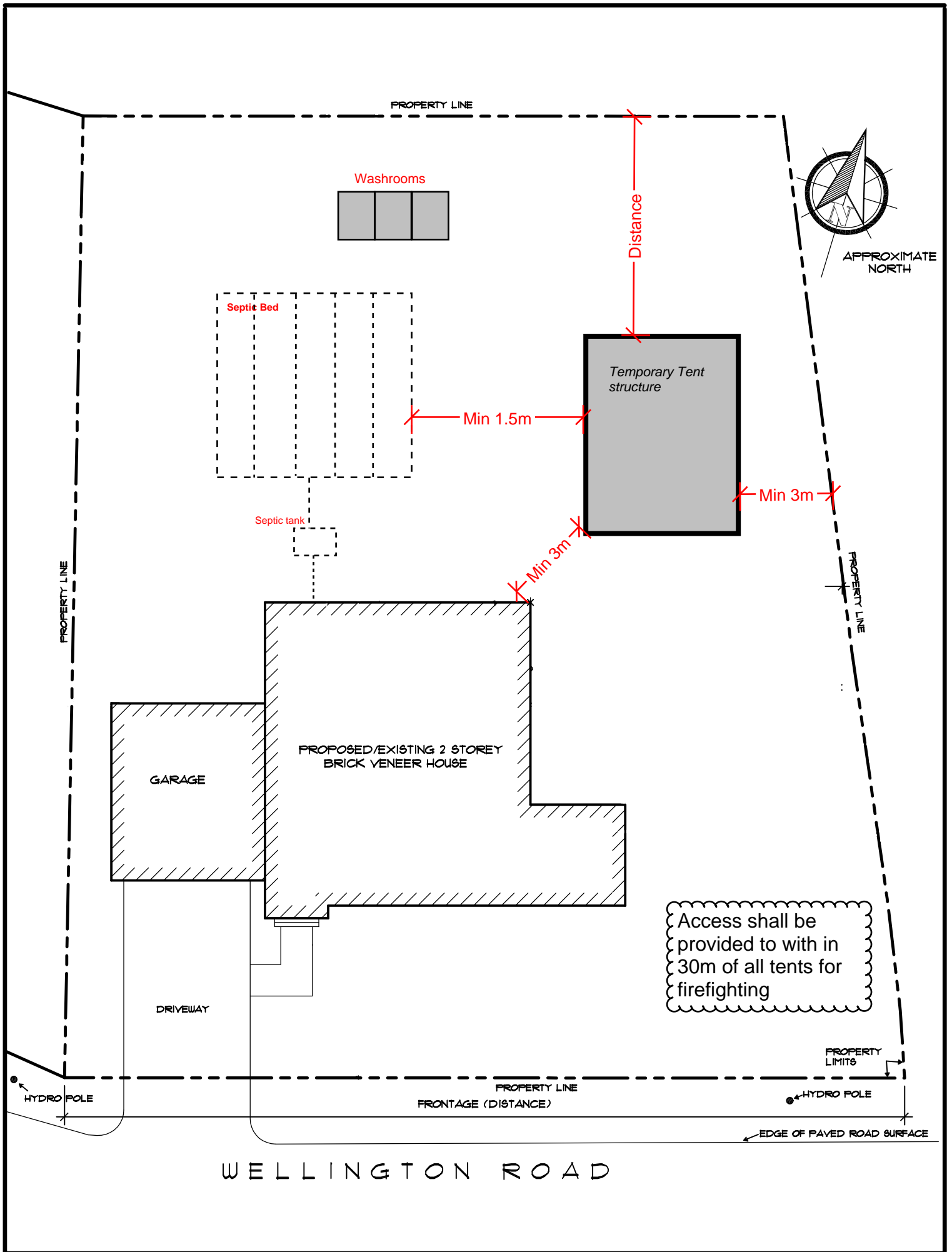
Response Time

Once a **complete** building permit application is submitted, the permit will be reviewed within 10 business days.

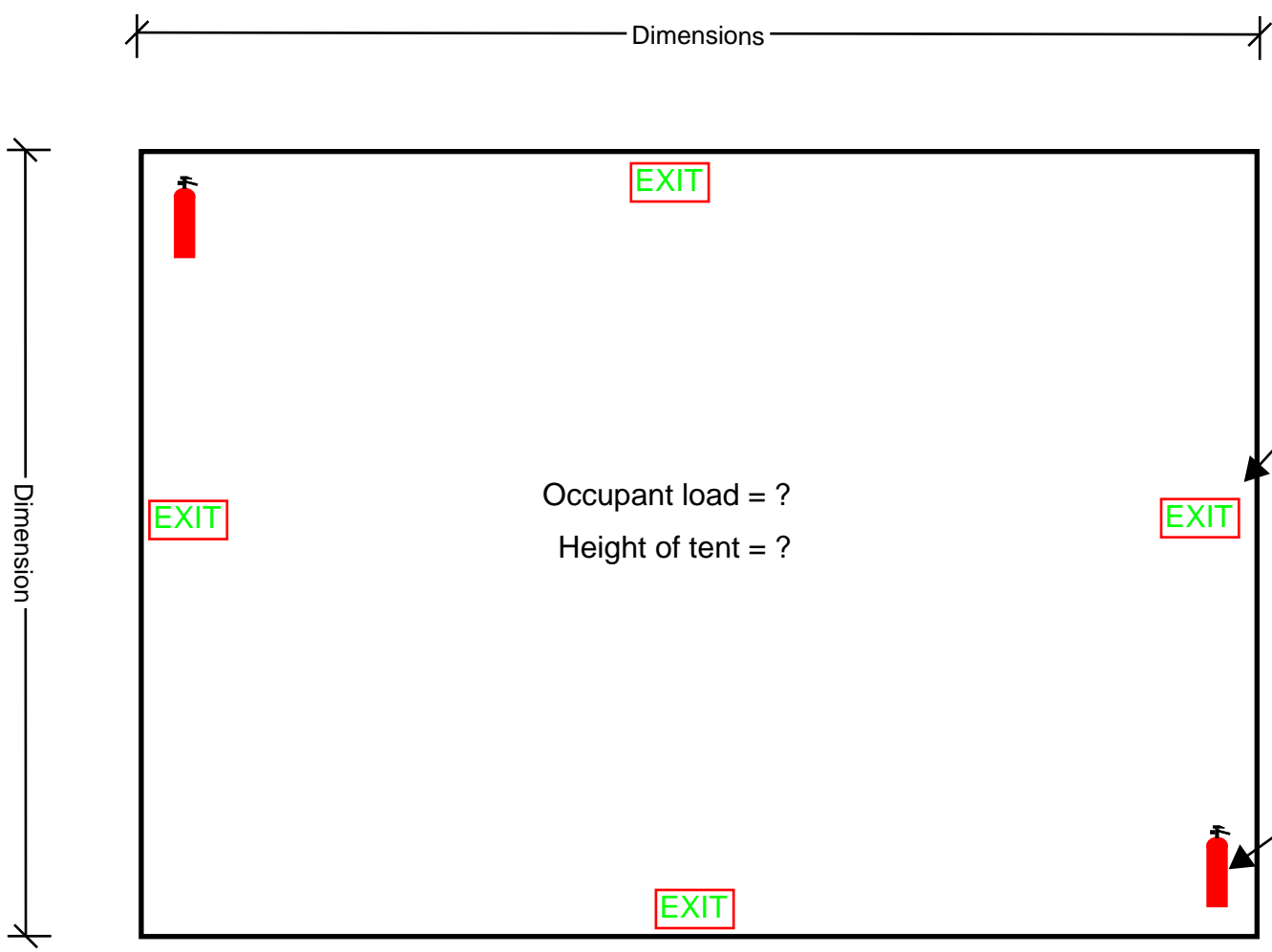
Questions?

Contact the Building Department for assistance:

Phone: 519.856.9596 X 114 Email: building@get.on.ca



Where the area between adjacent tents or a tent and the property line is used as a means of egress, the minimum width between the stake lines shall be the width necessary for means of egress, but not less than 3m



Drawing Name:
SAMPLE FLOOR PLAN

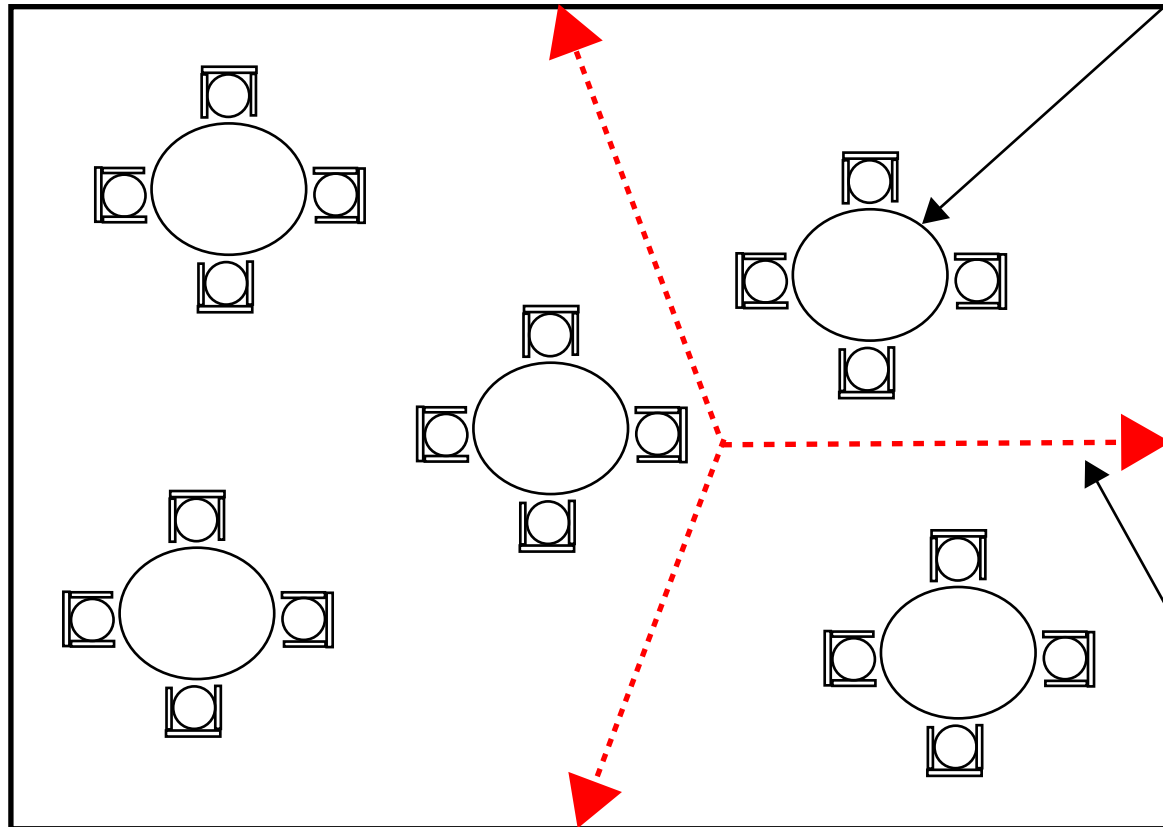
Scale:
 1/4"=1'-0", 3/16=1'-0" or 1/8=1'-0" etc....

Project:
Interior tent floor plan

Address:
123 GUELPH/ERAMOSIA STREET

Page:
1 of 2

Tents that are 225m or greater shall conform to exiting and egress requirements set fourth in section 3.3 and 3.4 of the O.B.C



Show all furnishings

Fire code requires that there be no open flame (i.e Cooking facilities) within a tent

Show travel distance to means of egress (Travel distance = ?)

Drawing Name:
SAMPLE FLOOR PLAN

Scale:
1/4"=1'-0", 3/16=1'-0" or 1/8=1'-0" etc....

Project:
Interior tent floor plan (Furnishings)

Address:
123 GUELPH/ERAMOSIA STREET

Page:

2 of 2