

BUILDING DIVISION

TENTS



When is a permit required for a tent?

As per the Ontario Building Code, a permit is required for all special event tents or groups of tents unless they meet **all of** the following exemptions:

- not more than 60m² (645ft²) in aggregate ground area,
- not attached to a building, and
- constructed more than 3m (9'-10") away from other structures

Documents Required for a Tent Permit

Document	Comments
Building Permit Application to be completed online	-Include date tent is to be erected and dismantled
General Review Commitment Certificate completed by design engineer	-Required only for tents larger than 225m ² (2422ft ²)
Site Plan Drawing (aerial photo or hand sketch is acceptable)	-Indicate location of tent relative to property lines and other structures on site -Indicate location of washrooms provided
Supporting frame structure and anchorage system design drawings stamped by design engineer	-Required only for tents larger than 225m ² (2422ft ²)
Flame Retardant Certificate	-Confirmation tent fabric meets CAN/ULC-S109M & NFPA-701
Fire Safety Plan	-Include fire extinguisher locations and tent occupant load -Include emergency exit sign and lighting details if required -To be provided to Fire Chief prior to occupancy of tent

Cost of Tent Permit

The cost of a tent permit is a flat rate of \$250.00. We accept cash, cheque and debit as methods of payment. This includes the review of drawings, the permit and inspections.

How do I apply for a tent permit?

Apply on line <https://portal.laserfiche.ca/j4889/forms/Building-Permit-Application-26> please attach all information as described above. Your documents can be downloaded directly into the application. This online application process allows for in-house tracking and time efficiency for issuing permits.

Inspections

Inspections by the Building and Fire departments are required once the tent is erected prior to occupancy.

This document is provided for your convenience in making a building permit application and to provide the details that the Building and Fire Departments will be looking for onsite prior to approving the use of the tent for your event. Additional information may be required upon request.