

## Applying for a Tent Permit

### When is a building permit required for a Tent?

A building permit is required for a tent or group of tents that:

- is more than 60m<sup>2</sup> (646ft<sup>2</sup>) in ground area
- is attached to a building, or
- constructed closer than 3m (9'-10") from other structures

Please note that zoning or other approvals may be required even if a building permit is not required.

### Requirements for a building permit application

To apply for a building permit for a detached garage, please make sure you have the following: (not limiting to)

- Completed application form – Application for permit to Construct or Demolish (available at the Municipal Office or website [www.saugeenshores.ca/permitforms](http://www.saugeenshores.ca/permitforms));
- Designer's Schedule - Owners acting as designers may be exempt from certain qualifications, such as having a BCIN (Building Code Identification Number), but must still take responsibility for their own design by completing this form. *Note:* Tents over 2420ft<sup>2</sup> or with bleachers, require a designer with the BCIN qualification of Building Structural and Small Buildings (Schedule also available at [www.saugeenshores.ca/permitforms](http://www.saugeenshores.ca/permitforms))
- Site Plan - of your property showing the size and location of all buildings on the property and the location of the proposed tent. Accurate measurements from the property lines to the proposed Tent are required. This can be hand drawn but must be clear, accurate and include all necessary measurements (see example);
- Tent Drawings Two copies of tent drawings. *Note:* If tents are larger than 2420ft<sup>2</sup> or contain bleacher then a P. Engineer design is required for the framing structure and the anchorage details. A part 3 Commitment form is also required from the engineer.
- Certificate of Flame Resistance: Confirmation that the flame resistance of the tent conforms to CAN/ULC S-109-M or NFPA 701
- Other information and/or approvals as required i.e. Saugeen Valley Conservation Authority approval, etc.

### Where to apply for a building permit

Apply by e-mail at [building@saugeenshores.ca](mailto:building@saugeenshores.ca), by fax at 519-832-2140 or in person at the Municipal Office located at 600 Tomlinson Drive, Port Elgin, Ontario.

### Cost of building permit

The cost of the permit is \$85.73 (non profit and charitable organizations are no charge). We accept cash, cheque, debit and Visa/MasterCard as methods of payment. Our office hours are Monday to Friday, 8:30am – 4:30pm. Payment will be required when picking up the building permit.

### Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

## Required Building Inspections

Building inspections are booked by phoning the Building Department, at 519-832-2008 ext. 118. Please provide two business days' notice for an inspection request.

### Site Plan Example should include (not limiting to)

- Tent Size
- Setback from property lines and other structures
- Indications if tents sides are on or off
- The number, location and sizes of all exits if (when sides are on)
- The number and location of washroom facilities
- The number and location of fire extinguishers
- Proposed occupant load

