

## **Tent Permit Requirements**

A building permit is not required if the tent or group of tents is:

- a) not more than 60m<sup>2</sup> (646ft<sup>2</sup>) in aggregate ground area
- b) not attached to a building, and
- c) constructed more than 3m (9'-10") from other structures

Zoning or other approvals may be required even if a building permit is not required

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1. The following is required for a permit for a tent or group of tents where:

- a) **Ground area > 60m<sup>2</sup> (646ft<sup>2</sup>) and ≤ 225m<sup>2</sup> (2420ft<sup>2</sup>),**
- b) **Aggregate ground area >60m<sup>2</sup> (646ft<sup>2</sup>) and ≤ 225m<sup>2</sup> (2420ft<sup>2</sup>) and are not closer than 3m (9'10") apart, and**
- c) **Do not contain bleachers**

Required information (not limiting to the following):

- i. Application for a Permit to Construct or Demolish  
The "description of work" line should include the dimensions of the tent, the words "temporary tent" and the duration of time for which the tent is to remain on site. (i.e. 40 foot x 40 foot Temporary Tent, August 6 to 12)
- ii. Schedule 1 to be completed. The designer is exempt from qualification requirements.
- iii. 2 copies of Site Plan including the following information:
  - a. Tent size
  - b. Setbacks from property lines and other structures
  - c. Indication if tent sides are on or off
  - d. The number, location and sizes of all exits (when tent sides are on)
  - e. The number and location of washroom facilities
  - f. The number and location of fire extinguishers
  - g. Proposed occupant load
- iv. 2 copies of tent drawings
- v. Certificate of flame resistance conforming to *CAN/ULC S-109-M* or *NFPA 701*

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2. The following is required for a permit for a tent or group of tents where:

- a) Total ground/ aggregate area >225m<sup>2</sup> (2420ft<sup>2</sup>), or**
- b) Contain bleachers**

Required information (not limiting to the following):

- i. Application for a Permit to Construct or Demolish  
The “description of work” line should include the dimensions of the tent, the words “temporary tent” and the duration of time for which the tent is to remain on site. (i.e. 40 foot x 40 foot Temporary Tent, August 6 to 12)
- ii. Schedule 1 to be completed. The designer(s) must be qualified with the Ministry of Municipal Affairs and Housing for Building Structural and Small Buildings.
- iii. 2 copies of Site Plan including the following information:
  - a. Tent size
  - b. Setbacks from property lines and other structures
  - c. Indication if tent sides are on or off
  - d. The number, location and sizes of all exits (when tent sides are on)
  - e. The number and location of washroom facilities
  - f. The number and location of fire extinguishers
  - g. Proposed occupant load
- iv. 2 copies of tent drawings including designer information on all documents
- v. 2 copies of P. Engineer design for the supporting framing structure and anchorage details as per Div. C 1.2.2.1.(7)
- vi. Certificate of flame resistance conforming to *CAN/ ULC S-109-M* or *NFPA 701*
- vii. Part 3 Commitment Form for Professional Engineer (P. Eng.)

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**Notes:**

\* Period for which permit shall be issued or refused for a tent permit is 10 working days. (Division C – 1.3.1.3.)

\* Tent permit applications for garden centers may require Site Plan Approval.