



BUILDING PERMIT GUIDELINES SPECIAL EVENT TENTS

Name: _____ Address: _____ Date: _____ Staff Initials: _____

A tent or group of tents is exempt from the requirements to obtain a permit provided they are:

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

Description		Required	Submission Status	Comments
Forms	Building Permit Application	✓		-include date tent is erected and dismantled Letter of agent if not Owner
	General Review Commitment Certificate Designing Engineer / Architect to comment if required			For tents greater than 2420 sq. ft.
Plans	Site Plan Include septic location Aerial photo is acceptable	✓		
	Supporting frame structure and anchorage system	✓		

- Be advised that additional information may be required following a full review of your permit application package
- Permit Fee required at permit submission

2 COPIES ARE REQUIRED WHERE SHOWN

The following is provided for your convenience in making a building permit application and to provide the details that the Building and Fire Department will be looking for onsite prior to approving the use of the tent for your event.

The Ontario Building Code provides minimum fire and life safety requirements specific to these assembly occupancies and tents for special events.