



Planning Services Department

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Temporary Tent Permit Checklist

No Building Permit required if the tent or group of tents are:

- (a) not more than 60m² (646ft²) 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

The following items must be provided for a complete Building Permit application:

<u>No.</u>	<u>Item</u>	<u>Check</u>
1	Application for a Permit to Construct or Demolish	<input type="checkbox"/>
2	Certificate of Flame Resistance	<input type="checkbox"/>
3	2 copies of Site Plan of property showing location of tent	<input type="checkbox"/>
4	2 copies of tent drawings	<input type="checkbox"/>
5	Permit Fee: \$135.00 flat fee <i>(subject to change)</i>	<input type="checkbox"/>
* 6	Schedule 1: Designer Information	<input type="checkbox"/>
** 7	Commitment to General Review	<input type="checkbox"/>
** 8	2 copies of anchorage details by Professional Engineer	<input type="checkbox"/>
* 9	Designer's information on drawings and details	<input type="checkbox"/>
*10	Adequate sanitary facilities provided	<input type="checkbox"/>

* Qualified and Registered designer required if the tent or group of tents:

- (a) **exceed 225m² (2420ft²) in ground area, **(Professional Engineer required, No Schedule 1 needed)**
- (b) exceed 225m² (2420ft²) aggregate ground area and are closer than 3m apart,
- (c) contain bleachers, or
- (d) are enclosed with sidewalls

-A tent permit will either be issued or refused in 10 working days.

-Garden Centre applications may require Site Plan Approval process

-Please note the following excerpt from the Zoning By-Law:

"2.2.2.13. Temporary Seasonal Structures

Notwithstanding Section 2.2.1. of this by-law temporary structures may be installed on required *parking facilities* for the purpose of retailing seasonal products; provided however, that:

- (a) such structures are not installed for a period greater than four months in a calendar year;
- (b) such structures shall not occupy more than 10 percent of the total required parking "



Tent Permit Requirements

1. No permit is required for a tent or group of tents provided:
 - a) **Aggregate ground area $\leq 60\text{m}^2$ (646ft²),**
 - b) **Detached from all buildings, and**
 - c) **Constructed $>3\text{m}$ (9'-10") from other structures**

Division C – 1.3.1.1.(5)

Zoning approval is always required.

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

- a) **Ground area $> 60\text{m}^2$ (646ft²) and $\leq 225\text{m}^2$ (2420ft²),**
- b) **Aggregate ground area $>60\text{m}^2$ (646ft²) and $\leq 225\text{m}^2$ (2420ft²) and are closer than 3m (9'-10") apart,**
- c) **Do not contain bleachers, and**
- d) **Are not enclosed with sidewalls**

Required information:

- (i) Application for a Permit to Construct or Demolish
- (ii) Schedule 1 to be completed. The designer is exempt from qualification requirements.
- (iii) 2 copies of Site Plan
- (iv) 2 copies of tent drawings
- (v) Certificate of flame resistance conforming to *CAN/ ULC S-109-M* or *NFPA 701*

Refer to the following OBC articles: **3.14.1.4., 3.14.1.5., 3.14.1.6. and 3.14.1.9.**

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

- a) **Total ground/ aggregate area $>225\text{m}^2$ (2420ft²), or**
- b) **Contain bleachers or sidewalls**

Required information:

- (i) Application for a Permit to Construct or Demolish
- (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
- (iv) 2 copies of tent drawings including designer information on all documents respecting design activities as per C-3.2.4.7.(1)(f) and C-3.2.5.(1)(c).
- (v) 2 copies of P. Eng. supporting structure and anchorage details including designer information described in (iv) above *Division C – 1.2.1.1.(10)*
- (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.)

Refer to the following OBC articles: **3.14.1.3. to 3.14.1.9.**

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