



BUILDING PERMIT GUIDELINES – SPECIAL EVENT TENTS

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	✓	<input type="checkbox"/>	Include date tent is erected and dismantled
	Certificate of Flame Resistance	✓	<input type="checkbox"/>	
	General Review Commitment Certificate <i>Designing Engineer / Architect to comment if required</i>		<input type="checkbox"/>	For tents greater than 2420 sq. ft. (225 m ²)
Plans	Site Plan Include septic location Aerial photo is acceptable	✓	<input type="checkbox"/>	Refer to attached sample
	Supporting frame structure and anchorage system	✓	<input type="checkbox"/>	
Misc.	Letter of Agent		<input type="checkbox"/>	When application not signed by owner
	Permit Fee	✓	<input type="checkbox"/>	As per Fee By-law
<div style="display: flex; align-items: center;"> <div>Electronic submission of application, and all plans and reports in PDF format.</div> </div>				

The following 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.

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



Tent Guideline for your Special Event

1. Less than 645 sq. ft. (60m²)

Tents or a group of tents spaced at less than 3m apart that are less than 645 sq. ft. (60m²) in aggregate area, do not require a building permit.

2. >645 sq. ft. – 2420 sq. ft. (225m²)

Tents or a group of tents that are less than 3m apart, do not contain bleachers and are unenclosed (no sidewalls) require a building permit and the following is applicable:

- Clearance to Other structures (measured from stake/anchorage line)
 - 3m from property lines
 - 3m from all structures and other tents
 - Exceptions:
 - Tents not occupied by the public need not be separated, as long as no hazard to the public exists
 - Tents on fairground or similar open spaces need not be separated, as long as no hazard to the public exists
- Clearance to Flammable material
 - A 3m perimeter around the tent shall be kept free of flammable material or vegetation that will carry fire
- Flame Resistance
 - Every tent fabric erected shall meet CAN/ULC-S109
- Provisions for firefighting
 - Access shall be provided for the purpose of firefighting.

Provide PDF of supporting frame structure plan and anchorage system.

Provide a siteplan (or aerial photo) in PDF indicating all structures, the septic location, and the tent. Include the clearances from the tent stake lines to the surrounding structures.

3. >2420 sq. ft. (225 m²)

Tents that exceed 2420 sq. ft. (225 m²), contain bleachers or have sidewalls enclosed require a building permit and the following is applicable:

- All provisions in #2 above
- Means of Egress
 - Travel distance
 - Clear aisles
 - 3m width between stake line and the property line
 - Swing doors if applicable
 - Bleachers shall meet the OBC and shall be engineered
 - Sanitary facilities
 - Required number of water closets shall be determined in accordance with the OBC
 - The tent shall be designed and reviewed by a professional engineer

Provide PDF of Engineer sealed tent plan including the anchorage details.

Provide General Review Commitment Certificate (complete by Engineer).

Provide a site plan (or aerial photo) indicating all structures, the septic location, and the tent. Include the clearances from the tent stake lines to the surrounding structures.



Prior to Occupancy of the Tent

The following shall be in place

The Ontario Fire Code 2007 contains minimum fire and life safety requirements specific to Assembly Occupancies and tents for special events.

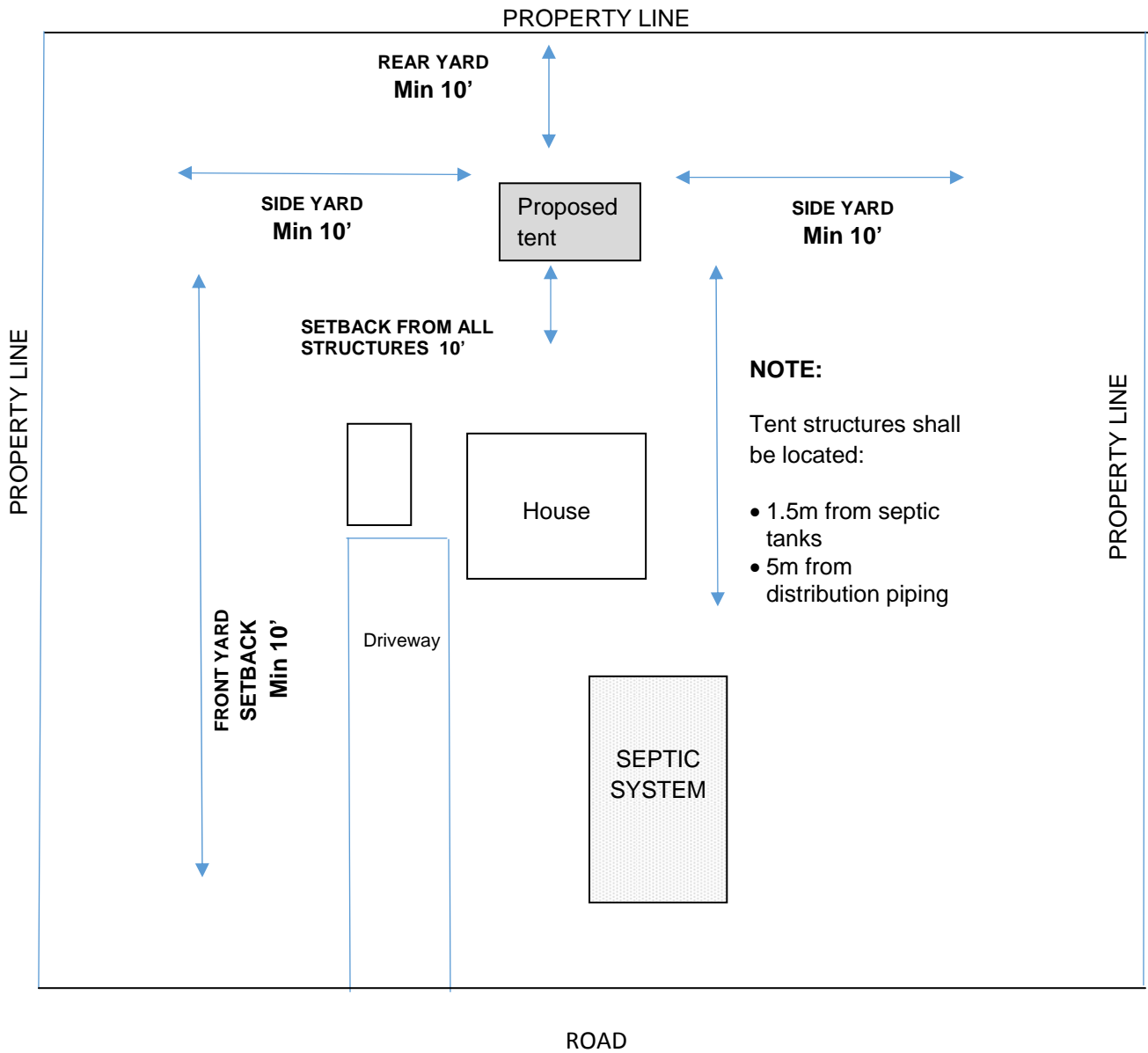
1. Portable fire extinguishers with a minimum 2A rating are required to be placed at or near each exit.
2. Exit signs may be required if the tent is enclosed. Contact Fire Prevention Officer (FPO) at 705-534-7248 ext. 245
3. No Smoking signs shall be posted in the tent and adhered to.
4. All exits and means of egress in an open side and an enclosed tent are required to remain clear of any obstructions on both the interior and the exterior at all times.
5. Aisle widths are required to be minimum 1100mm. (Consider table placement)
6. Open flames of any kind are not permitted in the tent. Unless conformance with OFC-2.9.3.2. Consult the FPO.
7. Fire access routes required to be maintained. (Do not block driveway access for fire department.)
8. The travel distance to an exit from any point must not exceed 30m.
9. Property owner is required to know the emergency procedures and their individual responsibilities as it relates to fire and life safety.

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- ✓ The application will need to state the start and end date of your event.
 - ✓ Once the permit is obtained for your tent; the erection of the tent may take place.
 - ✓ Prior to use or Occupancy, an inspection is required. You will need to book the inspection, contact 705-534-7248 ext 220. The building inspector will attend the site and verify the size, location and anchorage of the tent plus the 9 items shown above.
 - ✓ Upon completion of your event, the tent is to be removed and confirmed by the building department.
 - ✓ Any electrical systems shall be inaccessible to the public.
 - ✓ Cables on ground in a tent shall be placed in trenches or protected to prevent damage
 - ✓ All electrical is to meet the Ontario Electrical Code and is under jurisdiction of the Electrical Safety Authority (1-877-ESA-SAFE)

If you have any questions, contact the Township of Tay's Building Division or the Fire Prevention officer at 705-534-7248.



Sample Site Plan For Tents



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

E. Builder (if known)				
Last name	First name	Corporation or partnership (if applicable)		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iii. If yes to (ii) provide licence number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iv) The proposed building, construction or demolition will not contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
I. Declaration of applicant				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

TOWNSHIP OF TAY

Building Services Division

450 Park Street, P.O. Box 100, Victoria Harbour, ON L0K 2A0

Phone (705) 534-7248 Fax (705) 534-4493



AUTHORIZATION FOR AN APPLICATION

FOR A BUILDING PERMIT

BY A PERSON OTHER THAN THE LEGAL OWNER

I _____, being the legal owner of the
subject property located at _____
in the Township of Tay, hereby authorize _____
to apply for a building permit for work to be done on this property.

Date

Signature of Legal Owner

Personal information contained on this form/document/application is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy* legislation and will be used for the purpose for which it was collected. Questions about this collection should be directed to the Clerk of the Township of Tay.