

Tents

Building Code Division B, Section 3.14.

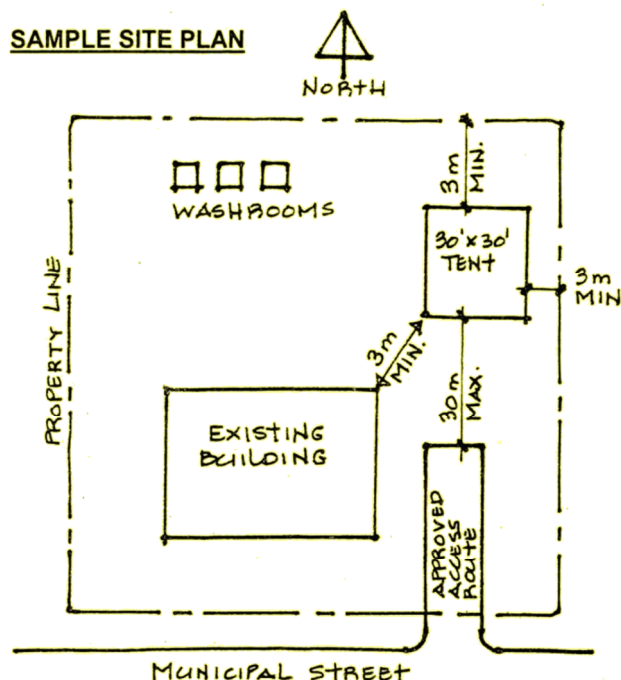
When is a building permit required for a tent?

- When a tent is more than 60 m² in (645sf) area, or
- When a group of tents (spaced less than 3m(10') apart) are more than 60 m² (645sf) in area

Required documentation for a building permit application

- 2 site plans showing location of tent in relation to other structures and the property line (dimensions must be shown), location of fire access routes, overhead wires and washrooms.
- 2 Structural drawings stamped and signed by a professional engineer showing framing and anchorage details if an individual tent is more than 225 sq. metres (2420 sf) in area
- 2 interior drawings showing the location of means of egress and exit facilities, furnishings, location of fire extinguishers, exit lights, and occupant load.
- Fabric specifications (material shall meet the requirements of CAN/ULC S109-M, "Standard for Flame Tests of Flame Resistant Fabrics and Films" or NFPA 701 "Standard Method of Fire Tests for Flame-Resistant Textiles and Films.) Certificate must be provided.
- Letter from event organizer and/or owner acknowledging number of washroom facilities to be provided if tent or group of tents is 225 sq. metres or more in aggregate area, or the tent has bleachers or sidewalls.
- Letter of approval from Traffic Division if tent is being erected on municipal right of way.
- Letter from event organizer and/or owner acknowledging the date of erection of the tent and the duration that the tent will be up, as well as hours of operation of the tent.
- Contact the Electrical Safety Authority at 1-877-ESA-SAFE (1-877-372-7233) for any permits necessary for hydro service.

***Note: Site Plan Approval for tents is required if a tent is to be erected for more than 14 days. For more information please call 519-741-2426.**



Building Code Requirements for all tents

- All tents shall be at least 3m from property line.
- All tents shall be at least 3m from other tents or structures on the same property unless the tents are not intended to be occupied by the public.
- The ground under the tent and extending out to 3m from the tent shall be level and clear of all flammable or combustible material or vegetation.
- Tent fabric shall conform to CAN/ULC-S109 or NFPA 701.
- Access shall be provided to within 100' (30m) of all tents for firefighting.
- Fire Code requires that there be no open flame (ie. Cooking facilities) within a tent.
- The Electrical Safety Authority requires a minimum of 3m clearance from the tent to all overhead wires.

Additional building code requirements - for tents with sidewalls, bleachers, or individual tents or groups of tents less than 3m apart and more than 225 square meters in aggregate area

- Fire Department requires that a firewatch system be used, and where the occupant load exceeds 1000 persons a fire alarm system is to be installed, fire department also requires the installation of emergency lighting and portable fire extinguishers.
- If a firewatch system is used, a person shall be employed for firewatch and shall be familiar with all the safety features including the fire safety plan, conditions of exits, ensuring the means of egress (corridors, aisles) is kept clear and that regulations are enforced.
- Egress and exiting shall conform to sections 3.3 and 3.4 of the Ontario Building Code including the provision of exit signs and emergency lighting at each exit.
- Where the area between the tents is used as a means of egress the width between the stake lines shall be the required width necessary for means of egress (6.1 mm per person) but not less than 3m. This area shall be unobstructed and shall lead to an open public thoroughfare.
- Support structure and anchorage shall be designed and reviewed by a professional engineer where an individual tent exceeds 225 sq. metres (2420 sf) in area.
- Where bleachers are provided in the tent they shall be designed in accordance with the following provisions.
 - 3.3.2.8 for guard regulations
 - 3.3.2.10 for bleacher dimensions
 - 4.1.5.12. for loading on bleacher seats and for bleacher structural design
- Washroom facilities (may be toilets, sanitary privies, or chemical closets) and lavatories shall be provided in accordance with the appropriate table in 3.7 for the type of occupancy and occupant load that the tent is intended to serve. Existing facilities may be sufficient.

Required Building Inspections

Building inspections are booked through our automated phone system or online. Please schedule in advance, same day service is only available when booked before 8:00am the day of the inspection. Required inspections include;

- Inspection (Building and Fire) will be required prior to occupancy. Please be prepared to allow this inspection to occur at least 24 hrs. before occupancy. To book and inspection please call 519-741-2761.
- Inspector will verify that all pieces of material bear the label that the material has been tested in conformance with CAN/ULC S109 or NFPA 701.
- Liquor license will be signed at time of inspection.
- Business license will be signed by the Chief Building Official and Fire Chief prior to occupancy and pending inspection.

Where to apply for a building permit

Bring all required drawings to the 5th floor at City Hall. City Hall is located at 200 King St W, Kitchener, Ontario. Our office hours are Monday to Friday, 8:30am - 5:00pm.

Cost of building permit

Please see our fee schedule online for our current building permit rates. The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque and debit as methods of payment.

Time

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

Important Numbers to know

- Ontario One Call (natural gas, sewer and water lines, KW Hydro, Rogers Cable and Bell locates) 1-800-400-2255
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

Don't Forget

- Build Safe
- Please construct between 7am and 7pm

Any Questions?

Phone: 519-741-2433

Email: building@kitchener.ca

Web: www.kitchener.ca/building