

To Whom It May Concern:

This letter is to provide you with the requirements for a tent permit application. All requirements must be met in order to accept your permit application.

Note: Only clear and legible permit application, plans and documentation will be accepted and only in digital format. Photocopies and previously approved permits will not be accepted.

TENTS: Building Code Div. B, Section 3.14, a building permit shall be obtained for a tent if:

- A tent is more than 60m<sup>2</sup> (645sf) area, or
- A group of tents (spaced less than 3m (10ft) apart) are more than 60m<sup>2</sup> (345sf) in area

**Permit documentation requirements:**

- Site plan showing location of tent in relation to other structures and the property lines (dimensions less than 3m (10ft) must be shown), location of fire access routes, overhead wires and washrooms must be indicated on plan. (Not required if tent is less than 225m<sup>2</sup>, no bleachers, and no sidewalls).
- Provide interior plans for the following tent set ups:
  - Tent(s) with no walls: show location of furnishings and fire extinguishers
  - Tent(s) with walls: location of furnishings, fire extinguishers, means of egress and exit facilities
  - ★ Tent(s) used after dusk must show and provide exit signs and emergency lighting
- Provide 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.
- Complete tent information form.
- Letter of approval from Traffic Division if tent is being erected on municipal right of way. Traffic Division – 519-741-2379

**Additional information if your permit is greater than 225m<sup>2</sup> (2420sf) in area:**

- Provide structural plans stamped and signed by a professional engineer. Plans must include framing and anchorage details.
- Commitment to General Review form is required.

Contact the Electrical Safety Authority at 1-877-ESA-SAFE (1-877-372-7233) for any permits necessary for hydro service.

Contact our Records Room for site plans or survey inquiries at 519-741-7829.

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 Planning at 519-741-2426.