

Tent Installation Guideline

Tents less Than 60 m² in area

- Building Permit is not Required
- Please Refer to the attached Ontario Fire Regulations

Tents between 61 m² and 225 m² in area

- Building Permit is Required
- Must maintain 3m to property lines and other structures
- Ground enclosed by tent must be clear of flammable material (grass cut short is acceptable)
- Access must be provided for firefighting (must be easily approachable by emergency personnel)
- The following documents are required at time permit application is submitted
 - Permit Application
 - Authorization Form signed by the homeowner
 - Copy of flame resistance certification required – must state compliance with either NFPA 701 or CAN/ULC-S109
 - On site plan, it must indicate setback from property line and other structures
- Please Refer to the attached Ontario Fire Regulations

Tents greater than 225m² in area

- Please refer to the attached Ontario Fire Regulations
- All requirements for tents 61 m² – 225 m² apply as well as the following
 - Professional Engineer must design the supporting framing structure and anchorage system, sign a commitment to review form and inspect the tent after it is erected, but before it is put in use
 - Copy of engineer's report is to be submitted to the Building Department
 - Sanitary facilities must be provided in compliance with the Ontario Building Code

Additional Information

- If more than one tent is used and they are placed with 3m of each other, the total area of all such tents are considered as if they were only one tent
- Building permit application must be submitted at least 10 business days prior to erection
- The addition of bleachers or side walls automatically puts the tent into the greater than 225 m² category regardless of size
- Any tent that is greater than 60 m² regardless of time frame it will be erected, requires a building permit

Ontario Fire Code (OFC) Requirements for Tents Larger than 30m²

Please Contact the Lakeshore Fire Department to understand what applies in your situation.

Fire Department: 519-728-0550

Div B- 2.9.1.1. OFC	Tents shall be in conformance with the Ontario Building Code for: <ul style="list-style-type: none"> - Clearance from other structures - Clearance from flammable liquids - Size of exits - Provisions for firefighting
Div B- 2.9.2.1. OFC	Provide a Flameproof treatment certificate showing the tent is treated to CAN/ULC-S109, 'Flame Tests of Flame-Resistant Fabrics and Films'
Div B- 2.9.3.1. OFC	Hay, straw, shavings or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a tent. Sawdust and wood shavings may be used if kept damp.
Div B- 2.9.3.2. OFC	Smoking or any open flames are not be permitted in a tent.
Div B- 2.9.3.3.(1)(b) OFC	A tent where there are more than 150 people where alcohol is being served (or 300 people where there is no alcohol) requires a fire alarm system. If there is no fire alarm system (that conforms to the OBC) a person shall be employed for firewatch duty.
Div B- 2.9.3.4.(1) OFC	A person employed for firewatch shall be familiar with all fire safety features, including the fire safety plan, the condition of exits and shall patrol the area (at intervals determined by the Lakeshore Fire Department) to ensure that the means of egress are kept clear and usable at all times.
Div B- 2.8.1.1.(1)(a) OFC	A fire safety plan shall be prepared and submitted to the Lakeshore Fire Department and approved by the Chief Fire Official prior to the event.
Div B- 2.8.2.4. OFC	A copy of the fire emergency procedures and other duties in the fire safety plan shall be given to all supervisory staff.
Div B- 2.8.2.5. OFC	At least one copy of the fire emergency procedures shall be posted where it can easily be seen and read by occupants.
Div B- 2.7.1.4. OFC	An occupant load will be determined by the Lakeshore Fire Department which will be required to be posted.
Div B- 6.2.6.4. OFC	Portable extinguishers for Class A fires shall be provided. (Contact the Lakeshore Fire Department for number and size required).
Div B- 2.5.1.2.(1)	Fire access routes (required under the OBC) shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.

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				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is: Owner or 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 (optional)				
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. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration 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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
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.				
_____		_____		
Date		Signature of applicant		

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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.