



## **Tent Permit Requirements**

The Ontario Building Code requires building permit approval for Tents and Air-Supported Structures. Please allow 10 business days for the permit to be processed. The permit fee for a tent is \$75.00.

Under Division C, Part 1, Sentence 1.3.1.1(5); A tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:

- a) not more than 60 m<sup>2</sup> (646 ft<sup>2</sup>) in aggregate ground area\*,
- b) not attached to a building, and
- c) constructed more than 3 m from other structures.

\* The aggregate ground area refers to the sum of the total area of all tents on site. Therefore, if the total ground area of all tents on site exceeds 60 m<sup>2</sup> (646 ft<sup>2</sup>), then a permit is required

To apply for a tent permit we will require the following information;

- Building permit application form (please include in the description when the tent will be erected and taken down)
- Engineered tent design and flame spread rating (this can generally be obtained from the tent rental company).
- A site plan including the following information:
  - a) Measurements from the tent(s) to property lines (3 metres minimum).
  - b) Measurements from tent(s) to other structures (3 metres minimum).
  - c) Size of tent(s).
  - d) The location and number of washroom facilities.
  - e) Floor layout (approximate location of tables, chairs, stage etc.).
  - f) Indicate the size and location of exits on the perimeter of the tent including fire extinguisher locations.
  - g) Indicate if the tent will be enclosed with side walls
  - i) If alcohol will be served and the proposed number of people to attend the event.

**As per Division C Part 1 of the Ontario Building Code, if a tent exceeds an area greater than 225 m<sup>2</sup> (2421 ft<sup>2</sup>) the installation of the tent shall also be inspected by a Professional Engineer.**