

## TENT PERMIT GUIDELINES

The following part comes from Division C 1.3.1.1. It indicates when a tent needs a permit or group of permits:

(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> in aggregate ground area,
- (b) not attached to a building, and
- (c) constructed more than 3 m from other structures.

The construction of a supporting framing structure and anchorage system for a tent occupying an area **greater than 225m<sup>2</sup> (2420sqft)** shall be reviewed by a Professional Engineer.

### BUILDING PERMIT APPLICATION FORMS

- Tent permit application
- General Commitment to Review (Tents greater than 225m<sup>2</sup>/2420 sqft)

### REQUIRED DRAWINGS AND SPECIFICATIONS

#### Site Plan

- an exterior overview of the property including:
  - the location of the temporary bathroom facilities
  - parking for you and any guests
  - any cooking areas
  - fire extinguishers.
  - emergency vehicle access route
  - licensed drinking areas
- an interior overview including:
  - seating arrangement
  - aisle width
  - use of all floor areas (dance floor, bar, etc.)
  - location and size of exits
  - location of the side walls (if applicable)

## Permit Drawings

- **Tents 60m<sup>2</sup> – 224m<sup>2</sup> (645sqft – 2420sqft):** are required to be designed by a Professional Engineer or a registered designer qualified under Building Structural Drawings to be submitted and must show tie down information and address when the side walls can be installed and under what conditions. (Tent rental companies should have this on file).
- **Tents 225m<sup>2</sup> (2420sqft) or more:** are required to be designed by a Professional Engineer, and the installation is to be inspected and signed by a Professional Engineer prior to occupying structure.
- **Flame Spread Rating Certificate:** Every tent and tarpaulins, decorative materials, fabrics, and films used in connection with tents, shall be certified to CAN/ULC-S109, “Flam Tests of Flame-Resistant rental companies should have this on file)

## MEANS OF EGRESS AND EXITS

Ontario Building Code 3.14.1.3(1), Division C

- (1) Except as provided in Sentence (2) and (3), tents shall conform to Section 3.3 and 3.4
- (2) A tent need not to conform to Article 3.4.6.12 except where swing type doors are provided.
- (3) (3) Where the area between adjacent tents or a tent and the property line is used as a means of egress, the minimum width between stake lines shall be the width necessary for means of egress, but not less than 3m

## Means of Egress

- Sufficient and unobstructed exits and aisles to accommodate the tents maximum occupant load.
- The travel distance to an exit from any point must not exceed 30m.
- The headroom clearance for doorways shall be not less than 2030mm (6’8”). (3.4.3.6.(3) Div.B, OBC)
- Means of egress must be illuminated with light having an intensity of at least one (1) foot-candle while the structure is occupied.
- Power for means of egress lighting must be supplied from a separate circuit or source.
- Exit Signs.
- Emergency exit signage is required if occupancy is greater than 150 people.
- Required emergency exits must be designated and identified with proper signage.

## **Separation of Exits**

Ontario Building Code 3.4.1.2 (1), Division B

Except as permitted by sentence (2), if more than one exit is required from floor area, each exit shall be separate from every other exit leading from that floor area.

If more than two exits are provided from a floor area, exits are permitted to converge in conformance with Sentence 3.4.3.1 (2) provided the cumulative capacity of the converging exits does not contribute more than 50% of the total required exit width for the floor area.

## **SANITARY FACILITIES**

Consult your local portable sanitation provider to determine how many toilets you will require for your event.

## **ELECTRICAL SAFETY REQUIREMENTS**

In Ontario electrical safety compliance inspections are conducted by the Electrical Safety Authority.

Any electrical systems shall be inaccessible to the public. Cables on the ground in a tent shall be placed in trenches or protected to prevent damage.

An electrical permit is required for fairs and concessions when:

- Temporary wiring (lighting and power) is attached to the steel structure.
- Power is supplied to the structure from a permanent power-source,
- A generator is supplied that is required to be grounded.
- The steel structure is required to be bonded to ground.

The ESA will conduct a visual inspection to see if the existing wiring and electrical service are safe. In addition to ensuring that electrical installations meet the requirements of the Ontario Electrical Safety Code, the inspector will check to see whether these installations are satisfactory.

For more information contact the Electrical Safety Authority directly at:

By phone: 1-877-ESA-SAFE (372-7233) OR [www.esasafe.com](http://www.esasafe.com)

## **FIRE SAFETY REQUIREMENTS**

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

- All tent fabrics shall be certified to CAN/ULC-S109, “Flame Test of Flame-Resistant Fabrics and Films” or NFPA 701, “Fire Tests for Flame Propagation of Textiles and Films.”
- Hay, straw, shavings, or similar combustible materials other than that necessary for the daily feeding of livestock and care of animals shall not be permitted unless provisions have been made for such activities under the fire safety plan.
- Smoking and open flame devices shall not be permitted in a tent unless provisions have been made for such activities under the fire safety plan.
- Portable fire extinguishers shall be onsite.
- A fire alarm system or Firewatch shall be present.
- Access shall be provided to all tents for the purposes of firefighting.

## **SERVICE LOCATES**

If the installation of your tent will include ground anchors, contact Ontario One Call to request a locate of any services that may be impacted By Phone: 1-800-400-2255 or **Online:** [www.ontarioonecall.ca](http://www.ontarioonecall.ca).

## **ONCE THE PERMIT HAS BEEN ISSUED**

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. Tents over 225m<sup>2</sup> needing an inspection by a Professional Engineer should book inspections for the same time if possible.

## **NUISANCE BY-LAW**

The Township has a [Nuisance By-Law 15-28](#), and it is your responsibility to review the by-law.

Exemptions may be granted. Approval for the exemption must be in place prior to the Event.