

# TEMPORARY TENT PERMIT REQUIREMENTS



The Ontario Building Code requires building permit approval for Tents and Air Supported Structures. An outline of the typical information to be submitted with your application for such a structure is specified herein.

## **Every tent application shall include (2) copies of the following:**

- A fully dimensioned site plan showing the following:
  - the proposed tent(s) location relative to property lines and all other structures,
  - the location of washroom facilities and demonstrate compliance with 3.7.4.3.E of the Ontario Building Code.
  - the location of cooking equipment, if applicable.
- A fully dimensioned floor plan layout showing the following:
  - the seating arrangement and aisle widths, if applicable.
  - identify the use of all floor areas within the tent.
  - indicate location and size of exits on the perimeter of the tent(s).
  - indicate if the tent is enclosed with any sidewalls.
- TENT MANUFACTURERS SPECIFICATIONS BEARING PROFESSIONAL ENGINEERS STAMP TO VERIFY COMPLIANCE WITH THE O.B.C. SUBSECTIONS 3.14.1.7.
- DOCUMENTATION DEMONSTRATING THE FABRIC (MATERIAL) COMPLIES WITH CAN/ULC S-109-M OR NFPA 701, VERIFYING COMPLIANCE WITH O.B.C. SUBSECTIONS 3.14.1.6.
- CLEARANCES TO OVERHEAD POWER LINES SHALL BE IN CONFORMANCE THE MINISTRY OF LABOUR REGULATIONS.
- A letter of use detailing:
  - proposed events and specifying the number of tents, and the maximum number of persons that will be occupying each tent at one time.
  - if alcoholic beverages are served (separate L.L.B.O. permit is required).
  - if there is food preparation and if cooking equipment is required.
- Indicate the time in days that the tent will be erected on site.

All tents must satisfy the requirements of subsection 3.14.1. of the Ontario Building Code. The following pages refer to the excerpts of the Ontario Building Code Division "C" 1.3.1.1. (5) Requirements for Permits, and 3.14. Tents and Air- Supported Structures.

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## **WHEN DO I NEED TO APPLY FOR A PERMIT?**

Every tent or group of tents requires a permit, except for the following:

1.3.1.1. (5) A tent or group of tents is exempt from the requirements to obtain a permit under Section 8 of the Act and is exempt from compliance with the O.B.C provided that the tent or group of tents are:

- \* a) not more than 60 m<sup>2</sup> (645 ft<sup>2</sup>) in aggregate area,
- b) not attached to a building, and
- c) constructed more the 3 m (9.84 ft) 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 the site exceed 60 m<sup>2</sup> (645 ft<sup>2</sup>), then a permit is required.*

## **Case Sample:**

- A. ABC Tent Rental wishes to install three (3) 3.1 m x 3.1 m (10 ft x 10 ft) tents for a baseball tournament that is to take place in a park. There will be no other tents installed on that day and the tents are at least 3.1 m (10 ft) away from any other structure. The area of all three tents is 27.87 m<sup>2</sup> (300m ft<sup>2</sup>) therefore, a permit is not required for installing these tents.
- B. The following week there is another tournament and the organizers of the event would like to have one more tent. ABC Tent Rental will be supplying the same three tents that were used last week, and XYZ Tent Rental will be supplying one (1) 6.1 m x 6.1 m (20 ft x 20 ft) tent. The area of all four tents is 65.03 m<sup>2</sup> (700 ft<sup>2</sup>) therefore a permit is required for installing these tents.

## **WHEN DO I NEED A PROFESSIONAL ENGINEER TO PROVIDE A FIELD REVIEW?**

3.14.1.2. (1) Except as provided in Sentence (2), the requirements of this subsection shall apply to all tents.

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- (2) Articles 3.14.1.3. , 3.14.1.7. and 3.14.1.8. do not apply to tents that
- do not exceed 225 m<sup>2</sup> (2420 ft<sup>2</sup>) in ground area,
  - do not exceed 225 m<sup>2</sup> (2420 ft<sup>2</sup>) in aggregate ground area and are closer than 3 m (9 ft 10 in) apart,
  - do not contain bleachers, and
  - are not enclosed by sidewalls

**NOTE: An application for a tent or a group of tents that are not in conformance with the above conditions will require a Professional Engineer to perform a field review.**

Also note the following requirements for head room clearance from the Ontario Building Code.

- 3.4.3.5. (3) The headroom clearance for doorways shall be not less than 2030 mm (6 ft 8 in).

## **Case Samples:**

- ABC Tent Rental wishes to install a 9.1 m x 9.1 m (30 ft x 30 ft) tent without any sidewalls. As part of their Building Permit Application, they will not require a Professional Engineer to perform a field review, unless code compliance is not satisfactorily provided (*Reference 3.14.1.2(2)a&b*)
- ABC Tent Rental wishes to install a 12.19 m x 24.38 m (40 ft x 80 ft) tent (with or without sidewalls). As part of their Building Permit Application, they will require a Professional Engineer to perform a field review. (*Reference 3.14.1.2(2)a&b*)
- ABC Tent Rental wishes to install a 9.1 m x 9.1 m (30 ft x 30 ft) tent less than 3 m (9 ft 10 in) away from a 9.1 m x 18.29 m (30 ft x 60 ft) tent. As part of their Building Permit Application, they will require a Professional Engineer to perform a filed review. (*Reference 3.14.1.2(2)b*)
- ABC Tent Rental wishes to install a 9.1 m x 9.1 m (30 ft x 30 ft) tent without any sidewalls. Their customer will then be placing bleachers inside the tent. As part of their Building Permit Application, they will require a Professional Engineer to perform a filed review. (*Reference 3.14.1.2(2)c*)