



CLEARVIEW

## Temporary Stage Information Guide and Process

A temporary stage and temporary support structure are defined in the Ontario Building Code as a Demountable stage and Demountable support structure. See OBC O. Reg 203/24 for full definitions and requirements.

### What is a Temporary Stage and Support Structure?

A **temporary stage** is a structure that is installed outside for a limited time with one or more platforms with any wall, roof or any structure attached to the platform and its primary use is for performers and workers.

A **temporary support structure** is structure that is installed outside for a limited time not attached or located on a temporary stage that supports banners, stage sets, props, sound equipment, lighting equipment or other equipment and its primary use is for performers and workers.

### When is a building permit required for a Temporary Stage or Support Structure?

A **Temporary Stage** that meets any one of the following requirements requires a building permit and drawings stamped and signed by an Ontario Professional Engineer.

- area of all platforms is more than 60 sq.m and any part of its platforms is more than 3 m in height above adjacent ground level.
- area of all platforms of the stage are more than 225 sm.
- any part of the platforms or any roof, wall or structure attached to or located on any of the platforms of the stage is 5 m or more in height above adjacent ground level.

A **Temporary Support Structure** that meets the following requirements requires a building permit and drawings stamped and signed by an Ontario Professional Engineer.

- is more than 3 m in height above adjacent ground level.
- is designed to carry a superimposed specified load greater than 115 kg, or
- would create a hazard to the public.

### **Drawing requirements for a Temporary Stage or Support Structure permit application**

1. A site plan showing the location of temporary stage or support structure in relation to other structures and the property line (dimensions must be shown), location of fire access routes, and septic system where applicable.
2. Identification of duration that temporary stage or support structure will be up.
3. Structural drawings stamped and signed by a professional engineer showing framing and anchorage requirements.
4. Detailed construction drawings to scale; stamped and signed by an Ontario Professional Engineer that show the occupant load, means of egress, travel distances, stairs, ramps, guards and handrails, barrier free design and location of fire extinguishers.

### **Requirements for a building permit application:**

- ☐ **Application Form.**
- ☐ **Detailed site plan** showing the location of temporary stage or support structure in relation to other structures and the property line (dimensions must be shown), location of fire access routes, and septic system where applicable.
- ☐ **Structural drawings** stamped and signed by an Ontario Professional Engineer.
- ☐ **Detailed construction drawings** to scale; stamped and signed by an Ontario Professional Engineer that show the occupant load, means of egress, travel distances, stairs, ramps, guards and handrails, barrier free design and location of fire extinguishers.
- ☐ **Flame resistance** for any tarpaulins, decorative materials, fabrics, and films must conform to CAN/ULC-S109 or NFPA 701.
- ☐ **Commitment to general review by Architects and Engineers** form completed.
- ☐ **Required Fee(s)** as set by the Building Permit Fee By-Law.
- ☐ **Special Events Permit Approval** (Clearview)
- ☐ **Any other applicable documents** that pertain to your project
- ☐ **Applicable Law Approvals** - Common types of approvals are but not limited to: Zoning/Planning, Nottawasaga Valley Conservation Authority (NVCA), Niagara Escarpment Approval (NEC), and Ministry of Transportation (MTO) etc.

### **How to apply for a building permit**

To apply for a building permit, visit our website [www.clearview.ca/portal](http://www.clearview.ca/portal) Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

### **Cost of building permit**

The cost of the permit is \$463.00, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

### **Time**

Once a complete permit application is made the permit will be reviewed within a maximum of 20 business days.

### **Required Building Inspections**

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice. Required inspections include.

- Temporary stage inspection- prior to occupancy
- An Ontario Professional Engineer is required to review the installation and provide a certification letter to the Building Department prior to occupancy,

### **Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)
- Additionally, the Ministry of Labour has developed guidelines on temporary performances/ event structures, these guidelines provide the best practices in regard to design, planning, erection/construction, maintenance and disassembly. The Temporary Performance/Event Structures Safety Guidelines for Live Performance Industry is available through the Ministry of Labour's website. [CLICK HERE](#)

### **Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

### **Office hours.**

Monday to Friday

8:30am – 4:30pm