



CLEARVIEW

Tent Information Guide and Process

When is a building permit required for a tent?

- A tent that is more than 60m² (645 ft²) in area, or
- A group of tents (spaced less than 3 m (10'0") apart that are more than 60m² (645 ft²) in area.

Drawing requirements for a tent building permit application

1. A site plan showing the location of tent in relation to other structures and the property line (dimensions must be shown), location of fire access routes, overhead wires and washrooms and septic system where applicable.
2. Identification of duration that tent will be up.
3. Fabric specifications (material shall meet the requirements of CAN/ULC S109-M, "Standard for Flame Tests of Flame-Resistant Fabrics and Films" or NFPA 701 "Standard Method of Fire Tests for Flame-Resistant Textiles and Films").
4. Structural drawings stamped and signed by a professional engineer showing framing and anchorage requirements.

Additional drawing requirements for a tent more than 225 m² (2420 ft²) in area

1. Commitment to general review stating an Engineer will review the tent and connections prior to use.
2. Interior drawings showing the location of means of egress and exit facilities, furnishings, location of fire extinguishers, exit lighting and occupant load.

Additional information required on the application

1. The purpose of the event.
2. The number of guests.
3. If the event is a celebration is for an individual or Individuals the nature of their relationship to the owner/ applicant.

Additional Ontario Building Code Requirements for all tents

- All tents shall be at least 3m from property line.
- All tents shall be at least 3m from other tents or structures on the same property unless the tents are not intended to be occupied by the public.
- The ground under the tent and extending out to 3m from the tent shall be level and clear of all flammable or combustible material or vegetation.
- Tent fabric shall conform to CAN/ULC S109 or NFPA 701.
- Access shall be provided to within 100' (30m) of all tents for firefighting.
- Fire Code requires that there be no open flame (ie. Cooking facilities) within a tent.
- The Electrical Safety Authority requires a minimum of 3m clearance from the tent to all overhead wires.
- All tents are to be equipped with a portable fire extinguisher in accordance with OBC 3.2.5.17 and Fire Code Div. B Part 6.

**Additional building code requirements for tents with
sidewalls, bleachers, or individual tents or groups of tents
less than 3m apart and more than 225 sq. metres in aggregate
area**

- Fire Department may require that a firewatch system be used, and where the occupant load exceeds 1000 persons a fire alarm system is to be installed, fire department may also require the installation of emergency lighting and portable fire extinguishers.
- If a firewatch system is used, a person shall be employed for firewatch and shall be familiar with all the safety features including the fire safety plan, conditions of exits, ensuring the means of egress (corridors, aisles) is kept clear and that regulations are enforced.
- Egress and exiting shall conform to sections 3.3 and 3.4 of the Ontario Building Code including the provision of exit signs and emergency lighting at each exit.
- Where the area between the tents is used as a means of egress the width between the stake lines shall be the required width necessary for means of egress (6.1 mm per person) but not less than 3m. This area shall be unobstructed and shall lead to an open public thoroughfare.
- Support structure and anchorage shall be designed and reviewed by a professional engineer where an individual tent exceeds 225 sq.metres (2420 sq.ft.) in area.
- Where bleachers are provided in the tent they shall be designed in accordance with the following provisions.
 - 3.3.2.8 for guard regulations
 - 3.3.2.10 for bleacher dimensions
 - 4.1.5 for loading on bleacher seats
 - 4.1.5 for bleacher structural design
- Washroom facilities (may be toilets, sanitary privies, or chemical closets) and lavatories shall be provided in accordance with the appropriate table in 3.7 for the type of occupancy and occupant load that the tent is intended to serve. Existing facilities may be sufficient.

How to apply for a building permit

To apply for a building permit, visit our website 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 \$193.00, 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 10 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.

- Tent inspection- prior to occupancy
- Inspector will verify that tent material bears the label that the material has been tested in conformance with CAN/ULC S109 or NFPA 701

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)

Any Questions?

Phone: 705-428-6230 ext. 232

Web: www.clearview.ca

Office hours.

Monday to Friday

8:30am – 4:30pm