



Township of  
Otonabee-South Monaghan



## Tent Application & Information Package

## Permit Fee: \$ 175.00

### General Information and Requirements

#### Tents less than 60m<sup>2</sup> (642 sq. ft) in area

- No Building Permit required

#### Tents between 61m<sup>2</sup> and 225m<sup>2</sup> (2407 sq. ft.) in area

- Building permit **is** required
- Sanitary facilities must be provided in compliance with the Building Code
- Application must include a Building Permit Application (refer to Township website), site plan indicating the location of the tent with setbacks to others buildings and property lines
- Access must be provided for firefighting (must be easily approachable by emergency personnel)

#### Tents greater than 225m<sup>2</sup> (2408 sq. ft.) in area

*All requirements for tents 61m<sup>2</sup> and 225m<sup>2</sup> apply as well as the following:*

- Professional Engineer must design the supporting framing structure and anchorage system, sign a commitment to review form and inspect the tent after it is erected but before it is put in use.

### General requirements:

- Building permit application must be submitted at least 10 days prior to erection.

### Clearance to Other Structures:

- Tents must not be erected closer than 3m (9.8 ft) to the property line.
- Tents must not be erected closer than 3m (9.8 ft) to other tents or structures.
- If more than one tent is used and they are placed within 3m (9.8 ft) of each other, the total area of all such tents are considered as if they were only one tent.
- Tents *not* occupied by the public need not be separated from one another, and are permitted to be closer than 3m from other structures on the same property where there is no hazard to the public.
- Tents located on fair grounds or similar open spaces, need not be separated from one another where there is no hazard to the public created.

## Inspection Requirements:

*An inspection will take place by the Chief Building Official and the Fire Department the day prior to the event*

## Fire/Building Inspection:

- Fire extinguishers at exits and near looking areas.
- Exit signs over exits when tent flaps are to be left down.
- No combustible material such as hay or straw to be used for decorations.
- No open flames, use flameless candles (Battery operated).
- Washroom requirements (number of washrooms) is based on the number of persons attending the event.

## Provisions for Firefighting:

*Access shall be provided to all tents for the purpose of firefighting.*

## Tent Material:

The tent material must meet the Ontario Building Code with regard to flame spread ratings. All tents, tarpaulins, decorative materials, fabrics and films used on connection with tents, must be certified to:

*CAN/ULC-S10-9, "Flame Tests of Flame-Resistant Fabrics and Films"*

**or**

*NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films"*

Tents from reputable tent companies typically meet this requirement. Other tents from retail stores may not meet this standard.

## Bleachers:

Where bleachers are provided in a tent, they will require an engineered design and must conform to the applicable articles in the Ontario Building Code.

## Electrical Systems:

Electrical Systems and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public.

Cables on the ground in areas used by the public shall be placed in trenches or protected by covers to prevent damage from traffic.

## Site Plan / Floor Plan Requirements:

A detailed site plan and floor plan are required with your permit application. This can be hand drawn but must be scaled and show accurate dimensions. (Graph paper provided on last 2 pages of this application.)

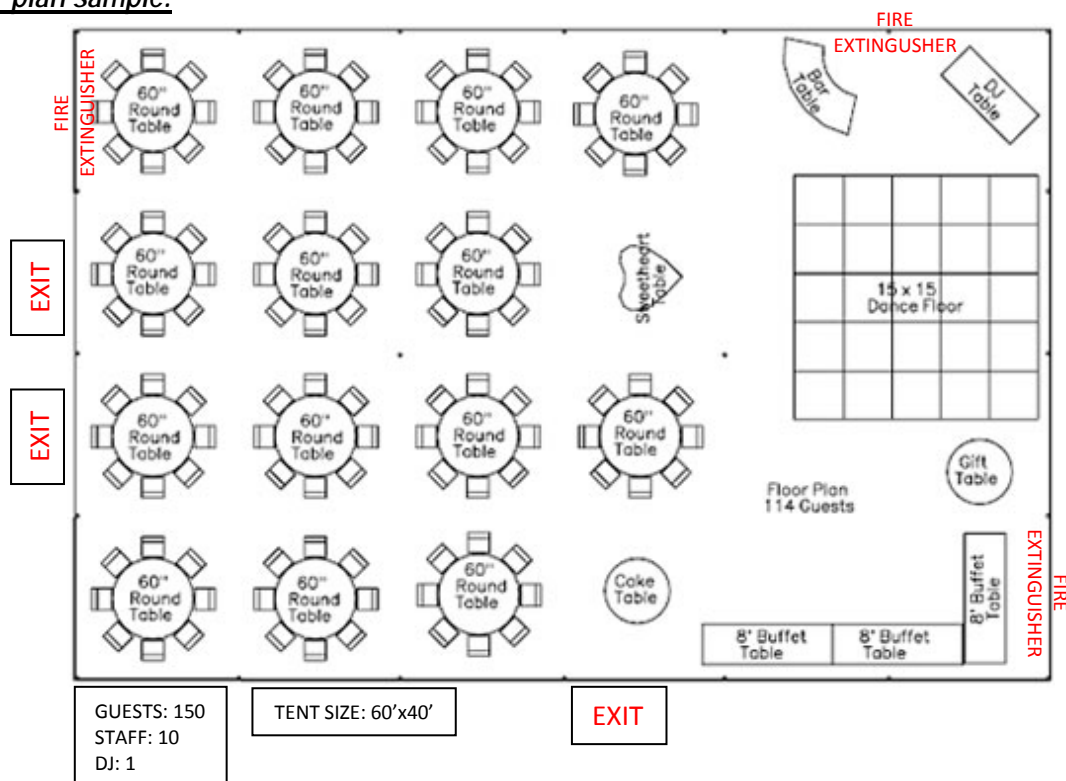
On your site plan, please indicate the following:

- Size & Location of proposed tent and existing structures on property
- Tent Setbacks from lot lines
- Tent Setbacks from other structures on the property
- Parking area(s)
- Driveway
- Washroom location(s)
- Lot dimensions
- North Arrow
- Septic and Well Locations
- Address and contact information

On your tent floor plan, please indicate the following:

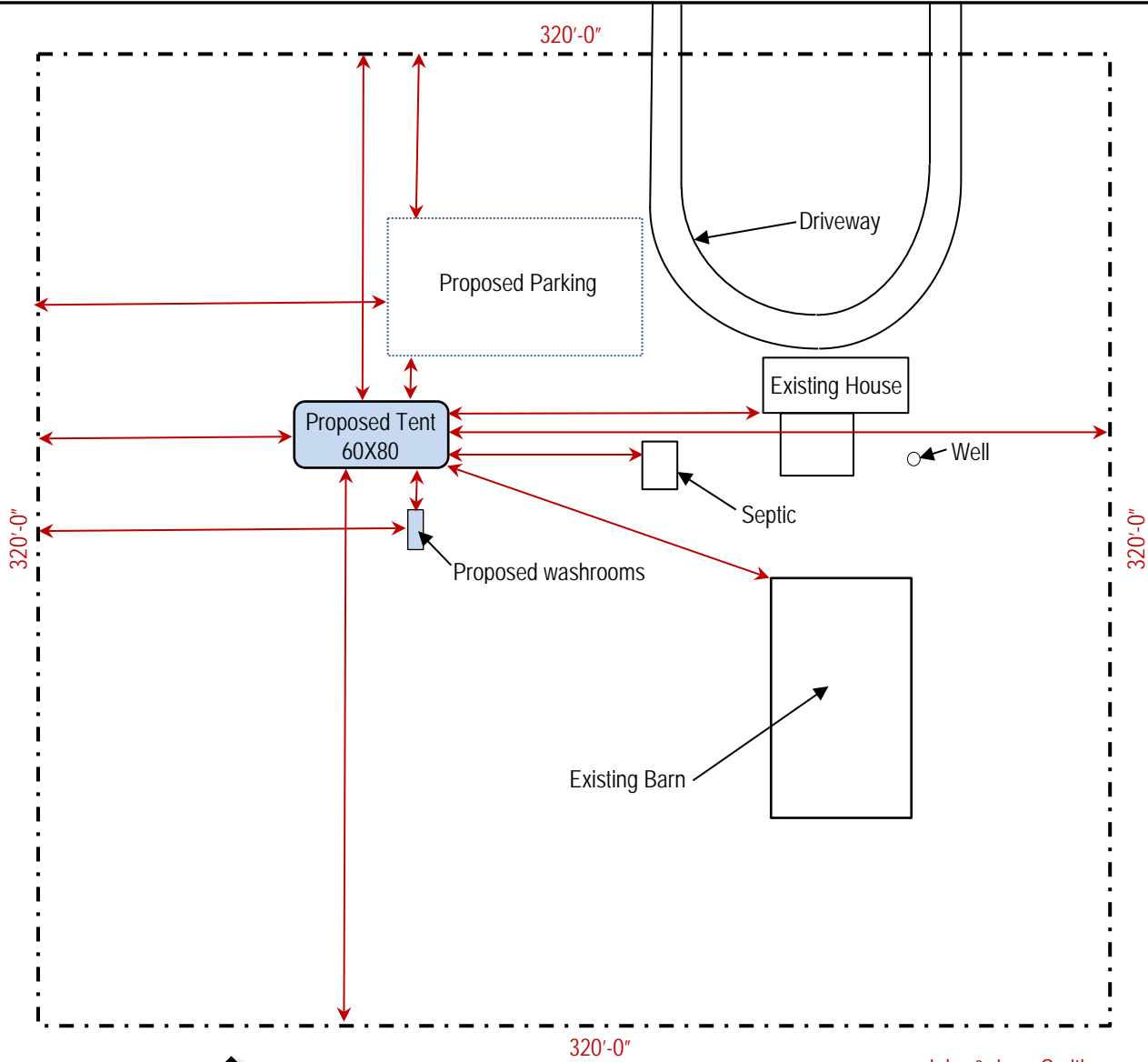
- Location of tent exits
- # of guests and staff
- Location and layout of guest tables
- Location and layout of food service equipment
- Location of entertainment systems/equipment
- Location of firefighting equipment

### Floor plan sample:



Site Plan sample:

Your Street Name



John & Jane Smith  
 1389 Your Street  
 Keene, Ontario  
 K0L 1B0  
 705-777-5555  
 jandj@blank.ca

**NOTE:** All dimensions shown in red must be provided by the applicant.



Township of  
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**Tent Permit Application**

**For use by Principal Authority**

Date Received:

Permit Number:

Roll Number:

Date of Event:

Type of Event:

Location of Event:

Number of Guests:

Number of Washrooms:

Size of Tent:

Number of Tents:

Alcoholic Beverages Being Served?

Applicant:

Address:

Phone Number:

Cell Number:

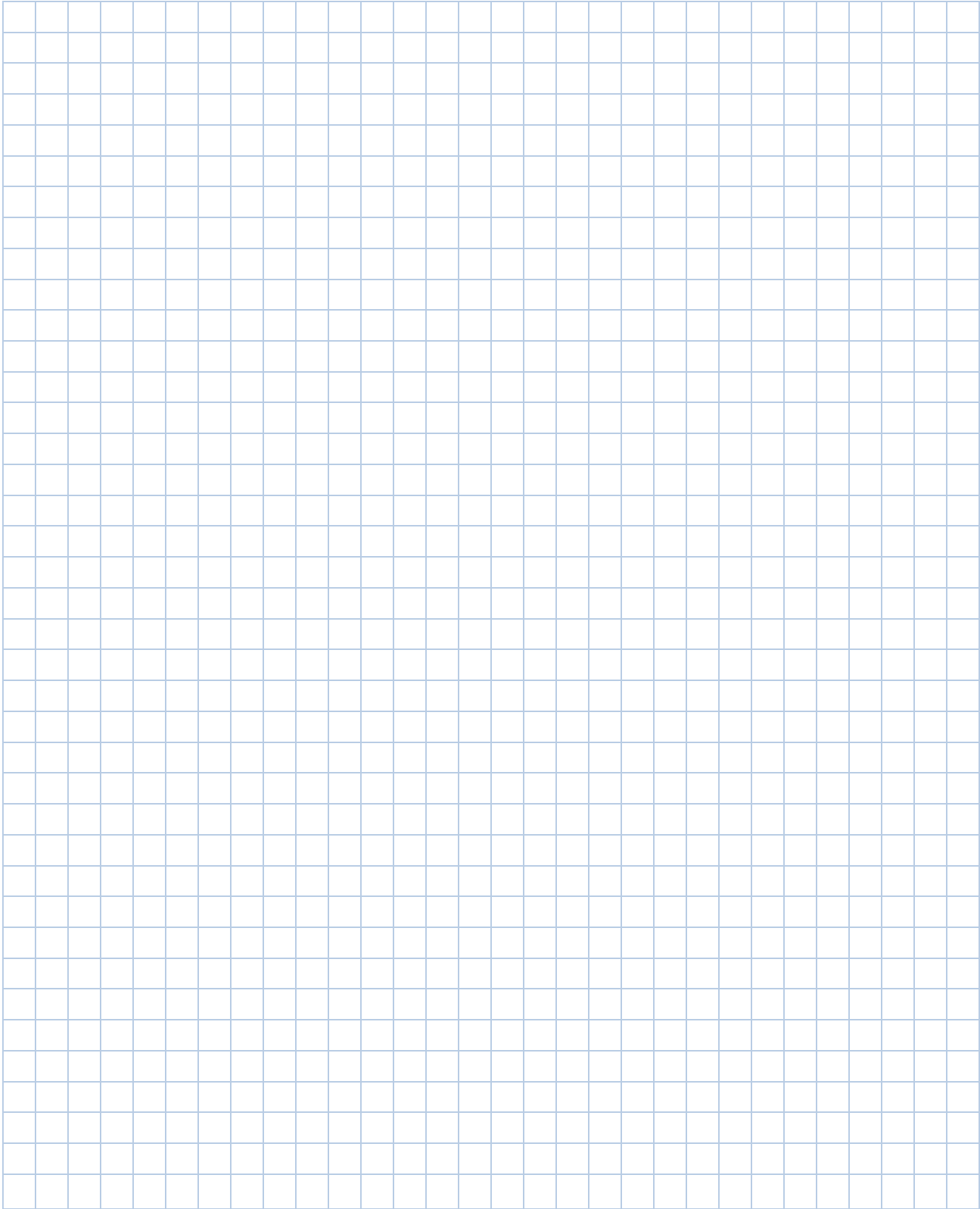
Contact Person if Different than Applicant:

Please Include Site Plan with Application (*See Site Plan Requirements*)

**Permit Fee of \$175.00**

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Draw Your Own Floor Plan Here



Draw Your Own Site Plan Here

