



# TEMPORARY TENTS PROCESS AND INFORMATION GUIDE

## ONTARIO BUILDING CODE SECTION 3.14

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### All Drawings submitted for a building permit must include:

- 2 sets of drawings to a recognizable standard scale of which:
- 1 set of drawings is required to be an **electronic copy** of drawings (PDF only)

### Check

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### When is a building permit required for a tent?

- A permit must be obtained from the Town of Erin if a tent is more than 60 m<sup>2</sup> (645 sf)
- A group of tents (spaced less than 3m (10') apart) are more than 60m<sup>2</sup> (645sf) in area

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### Drawing requirements for a building permit application:

1. A property survey of your lot or equivalent site plan, including:
  - a. Location and dimensions of:
    - i. Proposed tent
    - ii. Existing structures/buildings
    - iii. Property lines and roadways
  - b. Setback distances to:
    - i. Property Lines
    - ii. Existing structures/buildings
2. A structural drawing stamped and signed by a professional engineer showing framing and anchorage details if an individual tent is more than 225m<sup>2</sup> (2420 sf) in area.
3. An interior drawing showing the location of means of egress and exit facilities, furnishings, location of fire extinguishers, exit lights, and occupant load.

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### Building Code requirements for all tents:

- All tents shall be at least 3m minimum from a property line and 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 (i.e. Cooking facilities) within a tent.
- The Electrical Safety Authority requires a minimum of 3m clearance from the tent to all overhead wires.

**Note:** See attached sample drawings for further details on the above required drawings. If you have more information about additional building code requirements for tents please contact the building department.

### Where to apply for a building permit:

To apply for a building permit please bring all required drawings and application forms to the Building Department in Lower Level of Municipal Office located at 5684 Trafalgar Road Hillsburgh, Ontario.

### Office hours:

Monday to Friday 8:30am – 4:30pm

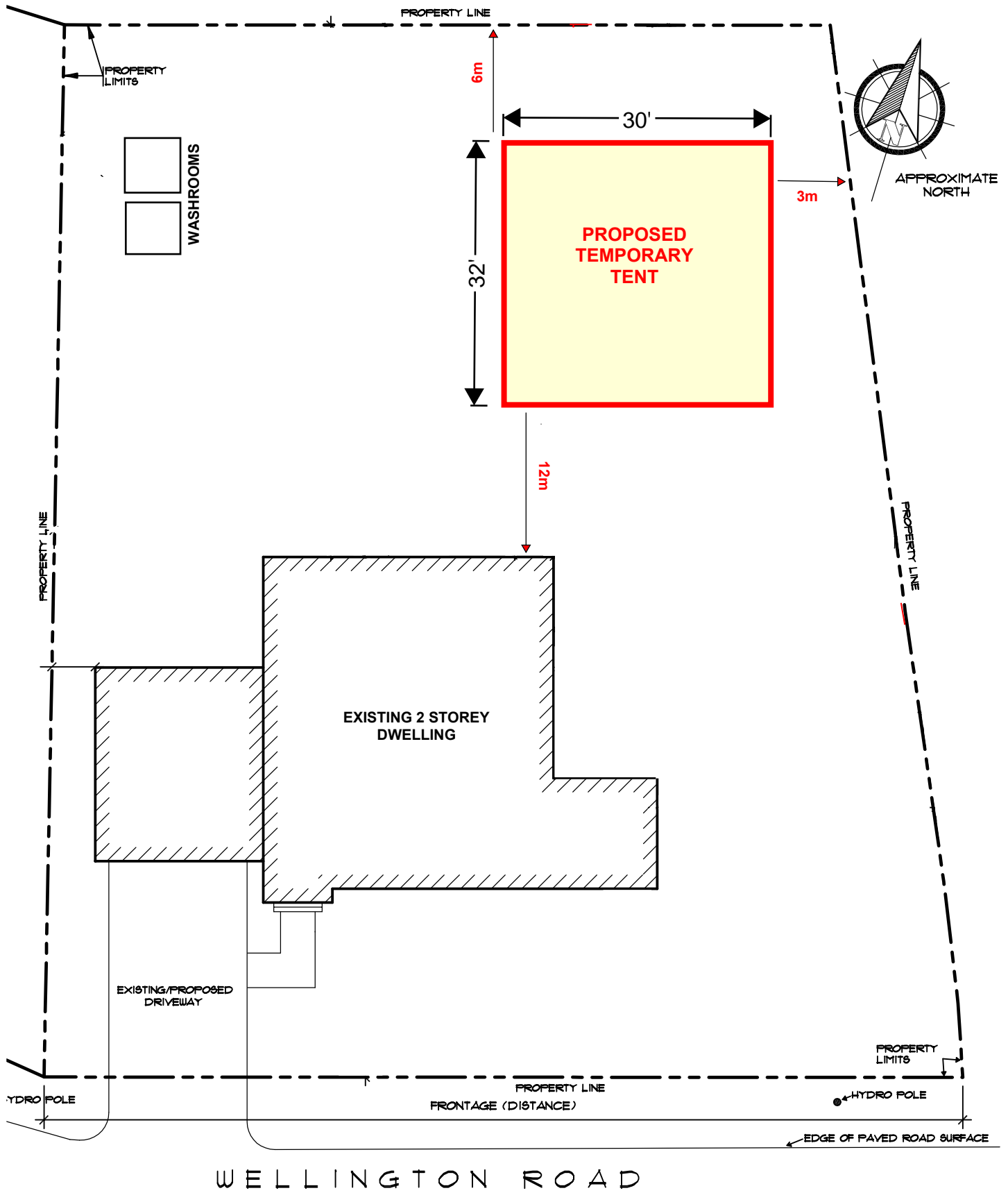
### Cost of building permit

The cost of the permit is a minimum \$200.

The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque and debit as methods of payment.

### Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.



Drawing Name:  
SAMPLE SITE PLAN

Project:  
TEMPORARY TENT

Page:

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Scale:  
1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....

Address:  
123 TOWNOFERIN STREET