

TEMPORARY TENT PERMIT REQUIREMENTS

The Ontario Building Code requires building permit approval for Tents, and Air-Supported Structures. To keep you apprised of the City of Mississauga, Building Divisions requirements an outline of the typical information to be submitted with your application is specified herein. The present building permit fee is \$125.00 per tent, payable upon application. Additional inquiries can be made by calling the Building Division at 905-896-5619.

Every tent application shall include four (4) copies of the following:

- A fully dimensioned site plan showing the following:
 - the proposed tent(s) location relative to property lines and all existing structures.
 - the location of washroom facilities and demonstrate compliance with 3.7.4.3.E of the O.B.C.
 - 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 tent.
 - indicate if the tent is enclosed with any sidewalls
- TENT MANUFACTURES SPECIFICATIONS BEARING PROFESSIONAL ENGINEER'S STAMP TO VERIFY COMPLIANCE WITH O.B.C. SUBSECTIONS 3.13.1.7.
- DOCUMENTATION DEMONSTRATING THE FABRIC (MATERIAL) COMPLIES WITH CAN/ULC S-109-M OR NFPA 701, VERIFYING COMPLIANCE WITH O.B.C. SUBSECTIONS 3.13.1.6
- 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 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. Please note the following excerpt from the Zoning Bylaw:

Temporary Tents - *Notwithstanding any provisions to the contrary, temporary tents may be erected on lands for a period not to exceed fourteen (14) consecutive days provided that no lands shall be used for the erection of temporary tents for more than a total of twenty-eight (28) days in any calendar year. (413-94), (517-94).*

NOTE: Every outdoor function requires a separate Outdoor Function Permit with the Fire Department, whether or not a tent permit application is required. Furthermore, If L.L.B.O. approval is required a separate Inspection fee is applicable. Please see attached for conditions.

All tents must satisfy the requirements of *subsection 3.13.1. of the Ontario Building Code*. The following pages refers to the excerpts of the Ontario Building Code 2.4.1.1 Requirements for Permits, and 3.13 Tents and Air-Supported Structures. (*Please note: Subsection 3.13.1 can be found under the link titled [Ontario Building Code Requirements for Tents](#)*)

WHEN DO I NEED TO APPLY FOR A PERMIT?

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

- 2.4.1.1 (5) A tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:
- * a) not more than 60 m² in aggregate ground area,
 - b) not attached to a building, and
 - c) constructed more than 3 m 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 site exceed 60 m² (645 ft²), then a permit is required.*

Case Sample:

- A)** ABC Tent Rental wishes to install three (3) 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 10 ft (3.1 m) away from any other structure.

The area of all three tents is $300 \text{ ft}^2 = 27.87 \text{ m}^2$ 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) 20 ft x 20 ft tent.

The area of all four tents is $700 \text{ ft}^2 = 65.03 \text{ m}^2$ therefore, a permit is required for installing these tents.

* Please refer to Building By-law 255-2005 (as amended by-law 145-03) Schedule "B" regarding Permit Fees.

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

- 3.13.1.2. (1) Except as provided in Sentence (2), the requirements of this subsection shall apply to all tents.
- (2) Articles 3.13.1.4., 3.13.1.5., 3.13.1.6. and 3.13.1.10. apply to tents that
- a) do not exceed 225 m² (2420 ft²) in ground area,
 - b) do not exceed 225 m² (2420 ft²) in aggregate ground area and are closer than 3 m (9 ft 10 in) apart,
 - c) do not contain bleachers, and
 - d) are not enclosed with sidewalls

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

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

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

Case Samples:

- A)** ABC Tent Rental wishes to install a 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 3.13.1.2(2)a&b)
- B)** ABC Tent Rental wishes to install a 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 3.13.1.2(2)a&b)
- C)** ABC Tent Rental wishes to install a 30 ft x 30 ft tent less than 3 m (9ft 10 in) away from a 30 ft x 60 ft. As part of their Building Permit Application, they will require a Professional Engineer to perform a field review. (Reference 3.13.1.2(2)c)
- D)** ABC Tent Rental wishes to install a 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 field review. (Reference 3.13.1.2(2)d)

Information Required for Tent Permit Application

The tent is being erected for:

Company Name:

Address:

Size of tent: _____ Number of tents:

Installation Location:

Proposed of tent:

Approximately _____ people will be in attendance at one time.

The following is included:

- Application for Building Permit
- Certificated of Flame Resistance
- Schematic Engineer Drawings of Tent
- Site Plan
- Floor Plan
- Engineer Drawings of Anchoring System

Additional information required

1. Location of washrooms
2. Alcoholic beverages being served? Yes / No
3. Cooking equipment being used? Yes / No Distance from tent
4. Parking Availability

Date:

Signed:

Position:

Print Name:

Phone: