



## Building Permit Guidelines – Special Event Tent

A tent or group of tents is exempt from the requirements to obtain a permit provided they are:

- a) Not more than 60m<sup>2</sup> (645 sq. ft.) in aggregate ground area,
- b) Not attached to a building, and
- c) Constructed more than 3m (9'-10') from other structures.

Description		Required	Submission Status	Comments
Forms	Building Permit Application	✓		Include date tent will be erected and dismantled
	Letter of Authorization	✓		Required if not owner
	General Review Commitment Certificate <i>Designing Engineer/Architect to comment if required</i>			For tents greater than 2420 square feet
Plans	Site Plan Include Septic Location Aerial Photo is acceptable	✓		Refer to attached sample
	Supporting frame structure and anchorage system	✓		
	Permit Fee	✓		
	Flame Resistance Certification	✓		
Be advised that additional information may be required following a full review of your permit application package.				

The following is provided for your convenience when submitting a building permit application, and to provide details that both the Building and Fire Departments will be looking for onsite, prior to permitting occupancy of the tent for your event.

The Ontario Building Code prescribes a minimum fire and life safety requirements specific to assembly occupancies and tents for special events.

## Guidelines for your Special Event Tent

### 1. Tents Less than 645 sqft (60 m<sup>2</sup>)

Tents or a group of tents spaced at less than 3m apart that are less than 645 sqft (60 m<sup>2</sup>) in aggregate area, do not require a building permit.

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### 2. Tents > 645 sqft < 2420 sqft (225 m<sup>2</sup>)

Tents or a group of tents that are less than 3m apart, do not contain bleachers and are unenclosed (no sidewalls) require a building permit and the following is applicable:

Clearance to Other Structures (measured from stake/acreage line)

- 3m from property lines
- 3m from all structures and other tents

Exceptions:

- Tents not occupied by the public need not be separated, as long as no hazard to the public exists
- Tents on fairground or similar open spaces need not be separated, as long as no hazard to the public exists

Clearance to Flammable Material

- A 3m perimeter around the tent shall be kept free of flammable material or vegetation that will carry fire

Flame Resistance

- Every tent and tarpaulin, decorative materials, fabrics and films used in conjunction with tents, shall meet CAN/ULC-S109 or NFPA 701

Provisions for Firefighting

- Access shall be provided for the purpose of firefighting
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### 3. >2420 sqft (225m<sup>2</sup>)

Tents that exceed 2420 sqft (225m<sup>2</sup>), contain bleachers or have sidewalls enclosed, require a building permit and **ALL** of the following is applicable:

- ✓ **ALL provisions listed in #2 above and,**
- ✓ **Tent shall be designed and reviewed by a professional engineer**

Additional Requirements:

Means of Egress	Bleachers shall meet the OBC and shall be engineered
Travel Distance	3m width between stake line and property line
Clear Aisles	Sanitary facilities (required number of water closets determined in accordance with OBC)
Swing Doors (if applicable)	

## Prior to Tent Occupancy

The Ontario Fire Code 2015 contains minimum fire and life safety requirements specific to Assembly Occupancies and tents for special events.

### The following shall be in place:

1. Portable fire extinguishers with a minimum 2A rating are required to be placed at or near each required exit.
2. Exit signs may be required if the tent is enclosed. Contact the Fire Department at 705-778-3183.
3. No smoking signs shall be posted in the tent.
4. All exits and means of egress in an open side and an enclosed tent are required to remain clear of any obstructions on both the interior and exterior at all times.
5. Aisle widths are required to be minimum 4ft. (Consider table placement)
6. Open flames of any kind are not permitted in the tent. Unless conformance with OFC-2.9.3.2. Consult the Fire Inspector.
7. Fire access routes are required to be maintained. (Do not block driveway access for Fire Department)
8. The travel distance to an exit from any point must not exceed 30m.
9. Property owner is required to know the emergency procedures and their individual responsibilities as it relates to fire and life safety.
10. Any electrical systems shall be inaccessible to the public.
11. Cables on ground in tent shall be placed in trenches or protected to prevent damage.
12. All electrical is to meet the Ontario Electrical Code and is under jurisdiction of the Electrical Safety Authority. (1-877-ESA-SAFE)

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**Only after a permit has been obtained, the erection of the tent may take**

**place.** Prior to Occupancy, an inspection is required:

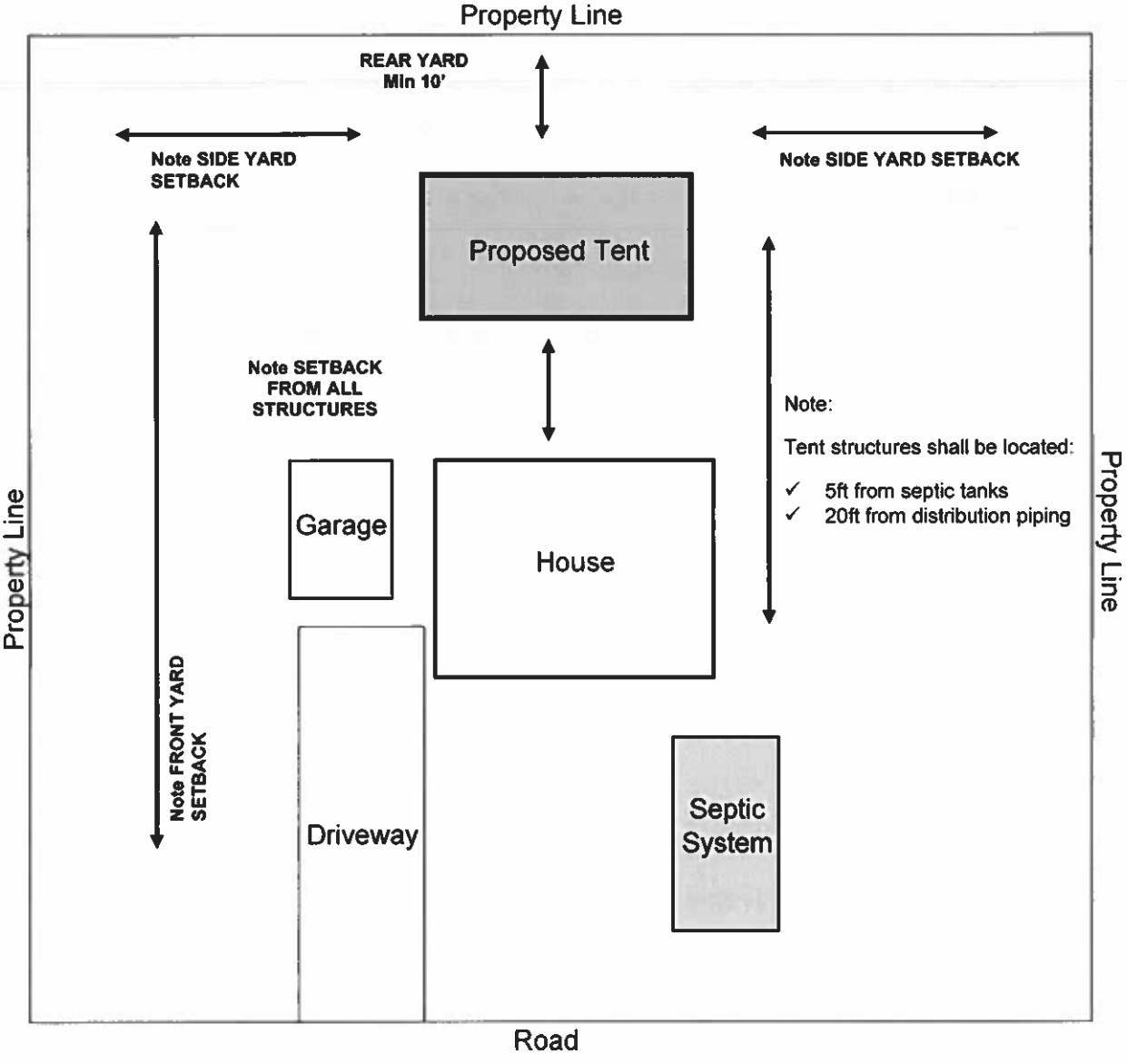
To book an inspection call the Building Department at 705-778-2308, Ext. 526.

The building inspector will attend the site and verify the size, location and anchorage of the tent, including all minimum OBC requirements.

- ✓ After your event, the tent is required to be removed and confirmed by Final Inspection from the building department.

If you have any questions, please contact the Municipality of Havelock-Belmont-Methuen Building Department at 705-778-2308 or Fire Department at 705-778-3183.

Sample Site Plan for Tents



Provide a site plan (or aerial photo) indicating all structures, the septic location, and the tent with setbacks as noted above. Include the clearances from the tent stake lines to the surrounding structures.