





BUILDING PERMIT GUIDELINES – SPECIAL EVENT TENTS

- A tent or group of tents is exempt from the requirements to obtain a permit provided they are:
- (a) not more than 60m² (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 | Submissi on Status | Comments |
|--|--|----------|-----------------------|---|
| Forms | Building Permit Application | ✓ | | Include date tent is erected and dismantled |
| | General Review Commitment Certificate <i>Designing Engineer / Architect to comment if require</i> | | | For tents greater than 2420 sq. ft. |
| Plans |  Site Plan Include septic location Aerial photo is acceptable | ✓ | | Refer to attached sample |
| |  Supporting frame structure and anchorage system | ✓ | | |
| Misc. | Letter of Agent | | | <i>When application not signed by owner</i> |
| | Permit Fee | ✓ | | <i>As per Fee By-law</i> |
| <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  </div> <div> <ul style="list-style-type: none"> • Be advised that additional information may be required following a full review of your permit application package. <p> 2 COPIES OF ALL PLANS / DOCUMENTS ARE REQUIRED</p> </div> </div> | | | | |

The following is provided for your convenience in making a building permit application and to provide the details that the Building and Fire Departments will be looking for onsite prior to approving the use of the tent for your event.

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

Tent Guideline for your special event

1. Less than 645 sqft (60 m2)

Tents or a group of tents spaced at less than 3m apart that are less than 645 sqft (60 m2) in aggregate area, do not require a building permit.

2. >645 sqft – 2420 sqft (225 m2)

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/anchorage 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 fabric erected shall meet CAN/ULC-S109
- Provisions for firefighting
 - Access shall be provided for the purpose of firefighting.

Provide 2 sets of supporting frame structure plan and anchorage system.

Provide a siteplan (or aerial photo) indicating all structures, the septic location, and the tent. Include the clearances from the tent stake lines to the surrounding structures.

3. >2420 sqft (225 m2)

Tents that exceed 2420 sqft (225 m2), contain bleachers or have sidewalls enclosed require a building permit and the following is applicable:

- All provisions in #2 above
- Means of Egress
 - Travel distance
 - Clear aisles
 - 3m width between stake line and the property line
 - Swing doors if applicable
 - Bleachers shall meet the OBC and shall be engineered
 - Sanitary facilities
 - Required number of water closets shall be determined in accordance with the OBC
 - **The tent shall be designed and reviewed by a professional engineer**

Provide 2 sets of Engineer sealed tent plan including the anchorage details.

Provide General Review Commitment Certificate (complete by Engineer)

Provide a siteplan (or aerial photo) indicating all structures, the septic location, and the tent. Include the clearances from the tent stake lines to the surrounding structures.

Prior to Occupancy of the Tent **The following shall be in place**

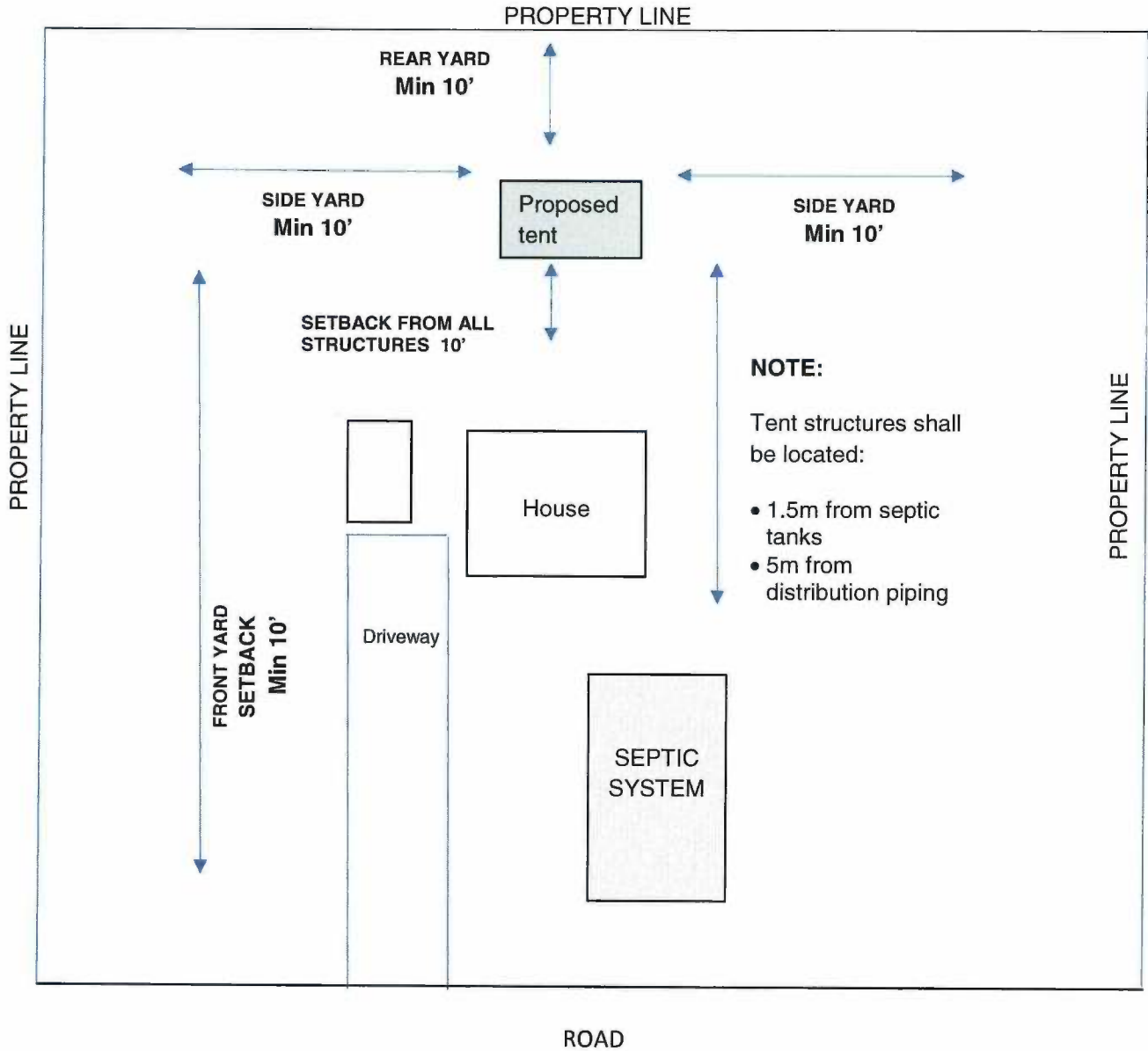
The Ontario Fire Code 2007 contains minimum fire and life safety requirements specific to Assembly Occupancies and tents for special events.

1. Portable fire extinguishers with a minimum 2A rating are required to be placed at or near each exit.
2. Exit signs may be required if the tent is enclosed. Contact Fire Prevention Officer (FPO) at 705-835-5568.
3. No Smoking signs shall be posted in the tent and adhered to.
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 the exterior at all times.
5. Aisle widths are required to be minimum 1100mm. (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 FPO.
7. Fire access routes 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.

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- ✓ The application will need to state the start & end date of your event.
 - ✓ Once the permit is obtained for your tent; the erection of the tent may take place.
 - ✓ Prior to use or Occupancy, an inspection is required. You will need to book the inspection, contact 705-487-2171 ext 2180. The building inspector will attend the site and verify the size, location and anchorage of the tent plus the 9 items shown above.
 - ✓ Upon completion of your event, the tent is to be removed and confirmed by the building department.
 - ✓ Any electrical systems shall be inaccessible to the public.
 - ✓ Cables on ground in a tent shall be placed in trenches or protected to prevent damage
 - ✓ All electrical is to meet the Ontario Electrical Code and is under jurisdiction of the Electrical Safety Authority (1-877-ESA-SAFE)

If you have any questions, contact the Township of Oro-Medonte's Building Division or the Fire Prevention officer at 705-487-2171.

Sample Site Plan For Tents



Section 3.14. Tents and Air-Supported Structures

(See Appendix A.)

3.14.1. Tents

3.14.1.1. Application

- (1) Except as provided in this Subsection, tents are exempted from complying with the requirements of this Division.

3.14.1.2. General

- (1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.
- (2) Articles 3.14.1.4., 3.14.1.5., 3.14.1.6. and 3.14.1.9. apply to tents that,
 - (a) do not exceed 225 m² in ground area,
 - (b) do not exceed 225 m² in aggregate ground area and are closer than 3 m apart,
 - (c) do not contain bleachers, and
 - (d) are not enclosed with sidewalls.

3.14.1.3. Means of Egress

- (1) Except as provided in Sentences (2) and (3), tents shall conform to Sections 3.3. and 3.4.
- (2) A tent need not conform to Article 3.4.6.11. except where swing type doors are provided.
- (3) Where the area between adjacent tents or a tent and the property line is used as a *means of egress*, the minimum width between stake lines shall be the width necessary for *means of egress*, but not less than 3 m.

3.14.1.4. Clearance to Other Structures

- (1) Tents shall not be erected closer than 3 m to the property line.
- (2) Except as provided in Sentences (3), (4) and (5), tents shall not be erected closer than 3 m to other tents or structures on the same property.
- (3) A *walkway* between a *building* and a tent occupied by the public is permitted provided,
 - (a) the tent is not closer than 3 m from the *building*, and
 - (b) the *walkway* conforms to Article 3.2.3.19.
- (4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create a hazard to the public.
- (5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

3.14.1.5. Clearances to Flammable Material

- (1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or *combustible* material or vegetation that will carry fire.

3.14.1.6. Flame Resistance

- (1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701 "Fire Tests for Flame-Resistant Textiles and Films".

3.14.1.7. Bleachers

- (1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8., 3.3.2.10. and Subsection 4.1.5.

3.14.1.8. Sanitary Facilities

- (1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
- (2) Article 3.7.4.16. applies to sanitary facilities in Sentence (1).
- (3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in lieu of toilet fixtures.

3.14.1.9. Provision for Fire Fighting

- (1) Access shall be provided to all tents for the purpose of fire fighting.