



TOWN OF THE BLUE MOUNTAINS

BUILDING & BY-LAW SERVICES

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Building Permit Requirements

TENT PERMIT

1. APPLICATION FORMS:

Completed Tent Permit Application Form

Must include size of the tent, an estimate of value, type of event, occupant load, and date the tent will be erected and dismantled. Please use an addendum to the Permit Application Form if necessary.

2. DRAWINGS:

(2) Copies of Site Plan:

To be drawn to scale. Site Plan must indicate size and proposed location of the tent and all set-backs from property lines and from other structures or buildings on the same property.

Note: In all instances the tent must be located a minimum of 3.0 metres from all buildings and property lines and be erected in accordance with the TBM Fire Department/Fire Code requirements.

The Fire Department will carry out an inspection to determine compliance (provision of fire extinguishers and locations, emergency lighting, exit signage, access to exit, exits, clearance from sources of flame, setbacks from adjacent structures, etc. as per Addendum to issued Permit.)

3. REQUIRED FEES AND OTHER CHARGES:

(Building Permits By-Law No. 2011-45)

Tents to be erected for a period not to exceed 14 days:	\$100.00
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Tents to be erected for a period in excess of 14 days:	\$200.00
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Blanket Tent Permit Fee – Maximum of 10 Permits):	\$200.00
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Issued Permits must be picked-up and posted on site at time of installation.
The Blue Mountains Fire Department is notified in order to conduct a tent inspection on the date of installation.



TEMPORARY TENTS AND STAGES

Building Permit Application Requirements

Tents

- Building permits are required for tents that exceed 60 m² in area. (1.3.1.1.(5), Div. C Ontario Building Code)
- Multiple tents on the site must be located such that they are **no closer than 3 m apart**. If the tents are not at least 3 m apart, a **building permit will be required regardless of the size of the tent.**
- All materials used for the construction of tents must conform to CAN/ULC-S109-M “Standard for Flame Tests of Flame-Resistant Fabrics and Films” or NFPA 701 “Fire Tests for Flame-Resistant Textiles and Films”. In order to assist staff with determining conformance to this standard, a permanent decal indicating that the material meets this standard must be affixed in a prominent location on the tent. This decal must be at least 75mm in diameter or at least 50mm x 50mm. *Where a building permit is not required for the tent, it is the owner’s responsibility to ensure that the fabric meets this standard.*
- A professional engineer must be retained to confirm the structural adequacy of the tent (design loads and anchorage). The professional engineer must submit the appropriate letters of assurance to the Building Services Division with the building permit application. Please note that, where a building permit is not required for a tent, *it is the owner’s responsibility to retain a Professional Engineer to verify the structural adequacy of the structure.*
- An architect licensed in the Province of Ontario must be retained to seal architectural drawings related to the tent where the area of the tent exceeds 225m²
- Access shall be provided to all tents for the purposes of fire fighting.

Stages

- A building permit is required for all stages that are more than 1.2m above finished grade or greater than 40 m² in area.
- A professional engineer must be retained to confirm the structural adequacy of the stage.
- Where a building permit is not required for a stage, *it is the owner’s responsibility to retain a professional engineer to verify the structural adequacy of the stage.*

Whether a building permit is required or not, it is common for temporary tents and stages to require other approvals or permits. These approvals and/or permits may include: development permits, electrical permits, special event approvals, fire department approval, engineering approval for water and sewer connections, AGCO approval (serving alcohol) and/or health unit approval.