

Do I need a Building Permit for my TENT?

Tent Information (Conditions)	Building Permit Requirement
Tent or group of tents less than 60m ² (645 ft ²)	Not Required
Tent or group of tents closer to other structures less than 3m	Required
Tent or group of tents greater than 60m ² (645 ft ²)	Required
Tent or group of tents greater than 3m from existing structures and less than 60m ² (645 ft ²)	Not Required

What do I need to submit for a Building Permit?

- Building Permit application form
- Three copies of site plan (one will go to Fire Department for review and information)(please be sure to add day/duration of event)
 - Site plan to include:
 - Proposed location of tent
 - Exit routes within tent (signs if applicable)
 - Fire route (if applicable)
 - Location of sanitary facilities (number of units will be determined by occupant load)
 - Occupant load (how many people will be at this event per day)
- Three copies of erection drawings (the tent rental company should have copies for you if you request them)
 - Erection drawings to include:
 - Tie down design
 - Side curtain design
 - Flame spread rating of material
- Sanitary Facilities will be determined by number of people using this tent per day(event)
 - Please refer to Table 3.7.4.3.E for calculation.

Sanitary Facilities

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.
- (5) The number of water closets required for establishments used primarily for the consumption of alcoholic beverages that provide limited or no food service shall conform to Table 3.7.4.3.E.

**Table 3.7.4.3.E. - Water Closets for Assembly Occupancies
Forming Part of Sentence 3.7.4.3.(5)**

Column 1	Column 2
Number of Persons of Each Sex *	Minimum Number of Water Closets for Each Sex
1 to 50	2
51 to 70	3
71 to 90	4
91 to 110	5
111 to 140	6
141 to 180	7
181 to 220	8
221 to 260	9
over 260 10 plus 1 for each additional increment of 40 persons of each sex in excess of 260	
*It is assumed that an equal number of each sex will attend an event.	
Eg: If you are planning to have 120 people at your event then a total of 6 sanitary facilities will be required (three for each sex).	

The Legal References

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 ft² = 27.87 m² 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 ft² = 65.03 m² therefore, a permit is required for installing these tents.

WHEN DO I NEED 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)