



You're planning an event that needs a big tent!

<i>Is the tent or group of tents:</i>	<i>yes</i>	<i>no</i>
• More than 60m ² (645 square feet)		
• Attached to a building		
• Less than 3m away from other structures		
• Enclosed with sidewalls made of fabric or other material		
<i>Does the tent(s) have:</i>		
• Sanitary facilities		
• Bleachers		



If **all** the above answers are **NO**, you do not need a building permit, but you are responsible to ensure that the tent is at least 3m (10 feet) from any structure or property line, is flame resistant and has clear exits – as specified in subsection 3.14.1 of the Ontario Building Code.

If **any** of the above answers are **YES**, a building permit is required according to the Ontario Building Code.

- complete the application form on page 2
- provide the required documentation listed below
- submit the \$75 inspection fee

✓	Required documentation
	Site plan showing the location of existing structures and the proposed tent locations, including any portable or fixed sanitary facilities.
	A written declaration from the supplier that any fabric or tarpaulin is certified to CAN/ULC S109 or NFPA 701 “Standard for Flame Tests of Flame-Resistant Fabrics and Films.”
	If there are internal walls or obstructions in the tent(s), show a floor plan indicating exit routes.
	If the tent is larger than 225m ² (2422 square feet), provide an engineered drawing indicating post and guy wire distribution, or an inspection certificate from a Professional Engineer.

For further information, contact the Chief Building Official at Tay Valley Township
613-267-5353 ext 124 or cbo@tayvalleytwp.ca



Event Tent - Permit Application

Property Owner or Applicant

Last name	First name	Corporation or partnership name	
Street address			Lot/Concession
Municipality	Postal code	E-mail	
Telephone number		Cell number	

Person/Company Installing Tent(s)

Last name	First name	Corporation or partnership name	
Street address			Lot/Concession
Municipality	Postal code	E-mail	
Telephone number		Cell number	

Tent Specifications

Height	Width	Length	Area
Use/Event			
Set-up date		Take-down date	

I am the owner or the authorized agent of the owner and I certify the truth of all statements contained herein. I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any By-Laws or requirements of the Ontario *Building Code Act, 1992, S.O. 1992, c.23 or regulations made thereunder (referred hereinafter as BCA)*, notwithstanding anything included in or omitted from the plans or other material filed in support of, or in connection with, the above application. I acknowledge that in the event a permit is issued, any departure from the plans, specifications, or building locations proposed in the above application is prohibited and such could result in the permit being revoked. I further acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with By-Laws or requirements of the *BCA*, there shall be no right of claim whatsoever against any municipal corporation or any official thereof and any claim is hereby expressly waived.

Signature

Date

\$75 fee paid date

Receipt #

Personal information collected on this form will be used to evaluate the application as submitted pursuant to the *Building Code Act*. Any questions regarding release of such information should be directed to the Clerk, Tay Valley Township, 217 Harper Road, Tay Valley ON K7H 3C6; 613-267-5353 ext 130; clerk@tayvalleytwp.ca