

Checklist for Building permits regarding Special Event / Temporary Tents

Special Event Tents MUST DO'S

1. A permit is required if the building area of the tent exceeds 60 square meters.
2. A Building permit application is required to be completed in full by the applicant (event holder). It must state the dates for the erection and dismantling of the tent.
3. \$110.00 permit fee required.
4. COMPLETE SITE PLAN showing all existing structures and proposed tent required.
5. The complete permit application package is to be submitted to the Town's Events Facilitator and Marketing Assistant, who will then submit to the Town Building Department.
6. An inspection is required prior to Occupancy or the event. This inspection is required to be booked when the permit is issued and must be done so by the event holder for at least one day prior to the event. If the event is on a weekend, the inspection will occur on Friday in the afternoon (between 1-4pm).
7. Tents must be installed as per the site plan.
8. Authorization from the registered property owner
9. The event holder is required to have obtained locates from Town's Events Facilitator and Marketing Assistant *** prior to erecting the tent. (**location dependent) – IF ON TOWN PROPERTY

Summary of Div B 3.14 Tents (advised designer to refer to the Ontario Building Code)

- Tents to be a minimum of 3m apart.
- Tents to be a minimum of 3m from all structures.
- Tents to be a minimum of 3m from all property lines.
- Tents to be erected in accordance with manufacturer's installation instructions.
- Tents shall be cleared of all flammable or combustible material (or vegetation that will carry fire) by 3m (Example: long grass, stacked boxes)
- Tent material to meet the CAN/ ULC S109 or NFPA 701 standards for Flame Resistance (documentation/proof required)
- Sanitary facilities shall be provided. (Example: events at sports field may count the washroom facilities provided on site)
- Access required for firefighting (roads, driveways, parking lots, etc.)
- If total aggregate area of the tent (s) exceeds 600 square meters an Engineer or an Architect must seal the plans.

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

1. All exits and means of egress are required to always remain clear of any obstructions on both the interior and the exterior.
2. Maximum occupant load must be based upon Ontario Fire Code Table 2.7.1.A.,
 - a. 1.10 m²/per person for dining, alcoholic beverage, and cafeteria space, and must be conspicuously posted. (*Example 110m²/1.10m² = 100 persons*)
3. No Smoking signs shall be posted and affixed in the tent.
4. Open flames of any kind are not permitted in the tent.
5. A Fire Safety Plan is required to be developed, implemented, and posted, 'supervisory staff' are required to know the emergency procedures and their individual responsibilities as set out in the fire safety plan.
6. Fire access routes, including fire hydrants are required to be maintained and clearly always marked as 'fire access routes'.
7. The travel distance to an exit from any point must not exceed 30m. (100')
8. Portable fire extinguishers with a minimum 2A rating are required to be placed at or near each exit in a well-lit area and in a manner that prevents vandalism or tampering. (*Signs indicating locations may be required in large areas*)
9. Aisle widths are required to be minimum 1100mm. (42")
10. At least one person shall be designated as "Fire watch", having no other duty or responsibility while the tent is occupied and will be responsible for ensuring that the facility is checked for smoke and/or fire continually. (*Or an approved fire alarm system*)

If you require further assistance or require clarification, please contact the Building department directly at 705-687-3412, ext. 2907 or bld@gravenhurst.ca