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TENT PERMIT GUIDELINES

In accordance with the 2012 Ontario Building Code a building permit is required for all tents or group of tents occupying a ground area of 60m²(645sqft) or more. The construction of a supporting framing structure and anchorage system for a tent occupying an area **greater than 225m²(2420sqft)** shall be reviewed by a Professional Engineer.

Building Permit Application Forms

1. Tent Permit Application
2. General Commitment to Review (Tents greater than 225m²/2420sqft)

Required Drawings and Specifications

3. Site Plan
 - a. Size and location of tent, setbacks from property lines and other structures, locations and number of washrooms for event
4. Permit Drawings
 - a. Tents 60m² - 224m² (645sqft-2420sqft) are required to be designed by a Professional Engineer or a registered designer qualified under Building Structural. Drawings to be submitted and must show tie down information and address when the side walls can be installed and under what conditions. (Tent rental companies should have this on file)
 - b. Tents 225m² (2420sqft) or more are required to be designed by a Professional Engineer, and the installation is to be inspected and signed of by a Professional Engineer prior to occupying structure.
 - c. Flame Spread Rating Certificate - 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 Propagation of Textiles and Films" (Tent rental companies should have this on file)

Ontario Building Code Requirements

AREA OF PROPOSED TENT(S)		60m ² to 224m ²	≥225m ²
1	Building Permit Required	✓	✓
2	Professional Engineer Design	x	✓
3	Professional Engineer Field Review	x	✓
4	Designed by Competent Person	✓	x
5	Minimum 3.0m from property lines & other structures/tents	✓	✓
6	Minimum 3.0m clearance of vegetation and combustibles	✓	✓
7	Tent fabric & films certified to CAN/ULC-S109 or NFPA 701	✓	✓
8	Access required for the purpose of firefighting.	✓	✓
9	Electrical equipment inaccessible to public	✓	✓
10	Cables on the ground placed in trenches or protected	✓	✓
11	Minimum 30m travel distance to exit	x	✓
12	Minimum width between stake lines shall be the width necessary for means of egress, but not less than 3m.	x	✓
13	Exits signs	x	✓

Means of Egress and Exits

Ontario Building Code

3.14.1.3. (1), Division C

- (1) Except as provided in Sentences (2) and (3), tents shall conform to Section 3.3 and 3.4.
- (2) A tent need not conform to Article 3.4.6.12 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 3m.

Means of Egress

- Sufficient and unobstructed exits and aisles to accommodate the tents maximum occupant load.
- The travel distance to an exit from any point must not exceed 30m
- The headroom clearance for doorways shall be not less than 2030 mm (6' 8") 3.4.3.6.(3) Div. B, OBC
- Means of egress must be illuminated with light having an intensity of at least one (1) foot-candle while the structure is occupied.
- Power for means of egress lighting must be supplied from a separate circuit or source.

Exit Signs

- Emergency exit signage is required if occupancy is greater than 150 people.
- Required emergency exits must be designated and identified with proper signage.

Separation of Exits

Ontario Building Code

3.4.1.2. (1), Division B

- (1) Except as permitted by Sentence (2), if more than one *exit* is required from a *floor area*, each *exit* shall be separate from every other *exit* leading from that *floor area*.
- (2) If more than two *exits* are provided from a *floor area*, *exits* are permitted to converge in conformance with Sentence 3.4.3.1.(2), provided the cumulative capacity of the converging *exits* does not contribute more than 50% of the total required *exit* width for the *floor area*.

Sanitary Facilities

Ontario Building Code

3.14.1.8. (1), Division B

- (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 3.7.4.17. 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.

Tents <225m²:

Consult your local portable sanitation provider to determine how many toilets you will require for your event.

Tents > 225m²:

The number of toilets shall comply to Table 3.7.4.3.E of the Ontario Building Code, as amended.

Table 3.7.4.3.E (Privies required) for Each Sex	
Number of Persons	Minimum number of Water Closets
51 to 70	3
71 to 90	4
91 to 110	5
111 to 140	6
141 to 180	7
181 to 220	8
220 to 260	9
>260	10+1 for each additional increment of 40 persons of each sex.

Electrical Safety Requirements

In Ontario electrical safety compliance inspections are conducted by the Electrical Safety Authority.

Your electrical contractor should be familiar with the electrical permitting and inspection process.

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.

An electrical permit is required for fairs and concessions when:

- Temporary wiring (lighting and power) is attached to the steel structure.
- Power is supplied to the structure from a permanent power-source,
- A generator is supplied that is required to be grounded
- The steel structure is required to be bonded to ground.

The ESA will conduct a visual inspection to see if the existing wiring and electrical service are safe. In addition to ensuring that electrical installations meet the requirements of the Ontario Electrical Safety Code, the inspector will check to see whether these installations are satisfactory.

For more information contact the Electrical Safety Authority directly at:

By phone: 1-877-ESA-SAFE (372-7233) OR www.esasafe.com

Fire Safety Requirements

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

- All tent fabrics shall be certified to CAN/ULC-S109, "Flame Test of Flame-Resistant Fabrics and Films", or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films."
- Hay, straw, shavings, or similar combustible materials other than that necessary for the daily feeding of livestock and care of animals shall not be permitted unless provisions have been made for such activities under the fire safety plan.
- Smoking and open flame devices shall not be permitted in a tent unless provisions have been made for such activities under the fire safety plan
- Portable fire extinguishers shall be installed
- A fire alarm system or Firewatch shall be present
- Access shall be provided to all tents for the purposes of firefighting

Service Locates

If the installation of your tent will include ground anchors, contact Ontario One Call to request a locate of any services that may be impacted **By Phone: 1-800-400-2255 or Online: www.ontarioonecall.ca**

Once the Permit has been Issued

- (1) Once the permit is obtained for your tent; the erection of the tent may take place.
- (2) Prior to use or Occupancy, an inspection is required. You will need to book the inspection. Tents over 225m² needing an inspection by a Professional Engineer should book inspections for the same time if possible.
- (3) A permit number must accompany all requests via telephone and/or email
- (4) Ensure the reviewed permit package is printed in colour and on site for all inspections

Inspections can be booked through our Development Coordinator at:

By Phone: 519-376-4440 Ext. 1231 or email: building@owensound.ca