

For use by Principal Authority	
Application #:	Received by:
Date received:	Roll #:

Application submitted to: **City of Owen Sound, Community Services Department, Building & By-law Division**

(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Address:			Unit #:
Municipality: <b>City of Owen Sound</b>		Postal Code:	
Rental value est: \$			
B. Applicant			
Applicant is: <input type="checkbox"/> Owner of Property or <input type="checkbox"/> Authorized agent of Owner			
Last name:	First name:	Company name:	
Address:			Unit #:
Municipality:	Postal code :	Province:	E-mail:
Telephone: ( )	Fax: ( )	Cell: ( )	
C. Owner of property where tent is being erected (if different from applicant)			
Last name:	First name:	Company name:	
Address:			Unit #:
Municipality:	Postal code :	Province:	E-mail:
Telephone: ( )	Fax: ( )	Cell: ( )	
D. Tent Supplier			
Last name:	First name:	Company name:	
Address:			Unit #:
Municipality:	Postal code :	Province:	E-mail:
Telephone: ( )	Fax: ( )	Cell: ( )	
E. Purpose of application			
<input type="checkbox"/> Erect 1 or more tents for an event			
Date tents will be erected & taken down:		Name of event/use of tents:	
Description - # of tents & sizes: permit required if tent or group of tents to be erected cover more than 60 m <sup>2</sup> (646 ft <sup>2</sup> – e.g. 20' x 30') or are attached to a building or are less than 3 m (9'10") from another structure or contain bleachers or are enclosed with sidewalls			

## F. Required Attachments & Useful Information

- submit a scaled site plan showing property lines, size & location of tent(s) & distance to other structures or flammable materials;
- show location & number of washrooms for a public event;
- show location & number of exits & bleachers;
- submit tent description, including sizes of doors or flaps
- provide information regarding provision for fire fighting
- submit the flame resistance information
- submit tie down details
- it is your responsibility to call for a utilities locate for spike installations: may include gas, electricity, telephone, cable, water, sewer – ON1CALL 1-800-400-2255 – a copy of the locate is not required with this application
- cash, cheque or debit: tent(s) from 60 m<sup>2</sup> (646 ft<sup>2</sup>) area to 225 m<sup>2</sup> (2,420 ft<sup>2</sup>) in area = \$50; over 225 m<sup>2</sup> (2,420 ft<sup>2</sup>) area = \$200

## G. Declaration of applicant

I \_\_\_\_\_ certify that:  
(print name)

1. The information contained in this application, including the attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

### OFFICE USE ONLY:

- Charges/Fees:
- Permit Fee: \$ \_\_\_\_\_  paid
- Penalty Permit Fee: \$ \_\_\_\_\_  paid
- Total Charges:** \$ \_\_\_\_\_  paid

Date Issued: \_\_\_\_\_

### Contact us at:

City Hall  
808 Second Avenue East  
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