

## TENT APPLICATION CHECKLIST/ GUIDE

**\* TENTS GREATER THAN 60m2 (645 ft2) REQUIRE A BUILDING PERMIT - ATTACHED FIRECODE REQUIREMENTS ARE ALSO APPLICABLE\***

**\* TENTS GREATER THAN 30m2 (323 ft2) MUST COMPLY WITH ATTACHED FIRE CODE REQUIREMENTS\* (BUILDING PERMIT IS NOT REQUIRED IF LESS THAN 60m2 (645 ft2) – SEE EMERGENCY SERVICES DEPARTMENT FOR ADDITIONAL INFORMATION/APPROVAL)**

### DOCUMENTS REQUIRED

- APPLICATION FORM COMPLETED (INCLUDE IN THE DESCRIPTION: THE TYPE OF EVENT, NUMBER OF PERSONS ATTENDING, DURATION OF EVENT)
- SIGN OFF BY APPLICANT
- SCHEDULE 1: DESIGNER INFORMATION COMPLETED (MUST BE SIGNED AND INCLUDE BUILDING CODE IDENTIFICATION (BCIN) NUMBER)
- LETTER OF AUTHORIZATION OR PROPERTY OWNER SIGN OFF
- SITE PLAN TO DETAIL SHOWING:
  - SIZE m2/ft2 OF TENT
  - LOCATION OF THE PROPOSED TENT,
  - DISTANCE TO ADJACENT BUILDINGS,
  - ACCESS ROUTES FOR EMERGENCY VEHICLES,
  - LOCATION AND NUMBER OF WASHROOM FACILITIES,
  - ANY PERMANENT PHYSICAL BARRIERS NEAR TENT (IE. GUARDS, FENCING, RETAINING WALLS, PONDS, LAKE ETC...)
- TENT FIRE SAFETY PLAN (FIRE DEPARTMENT APPROVAL)
- FLOOR PLAN TO DETAIL:
  - PROPOSED TABLE LAYOUT AND SETUP,
  - DANCE FLOOR, ISLE WIDTH, EXIT WIDTHS AND LOCATIONS, AND SERVICE ACCESS FOR STAFF,
  - NUMBER OF PERSONS ATTENDING EVENT, TYPE OF EVENT – ALCOHOL, FOOD ONLY, DISPLAY, ETC...
- TENT ERECTION DRAWINGS – ENGINEER STAMPED (INCLUDING ELEVATIONS)
- IF TENT IS GREATER THAN 225m2 (2422 ft2), A REVIEW BY PROFESSIONAL ENGINEER IS REQUIRED
- FEES (\$200.00 /TENT)

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