



## Building Guide – Temporary Tents

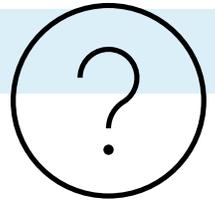
Phone: 705-728-4784 EXT 2017

Email: [building@springwater.ca](mailto:building@springwater.ca)

Email: [zoning@springwater.ca](mailto:zoning@springwater.ca)

Last Updated: February 7<sup>th</sup>, 2024

## General Information:



### What is a temporary tent?

A tent refers to a temporary shelter which is used at an open-air event such as a fair or an exhibition, as per Ontario Building Code Appendix A-3.14.

### Do I need a permit?

A permit is required if you answer “yes” to any of the following statements:

- Is the tent(s) larger than 60 m<sup>2</sup> (645.6 ft<sup>2</sup>) in aggregate ground area?
- Will it be attached to a building,
- Will it be constructed less than 3m (9ft-10in) from another structure?

If the supporting framing structure and anchorage system for a tent occupying an area greater than 225 m<sup>2</sup> (2421ft<sup>2</sup>) The tent shall be designed and reviewed by a Professional Engineer. The supporting framing structure and anchorage system for a tent shall be designed to support the loading as per the Ontario Building Code.

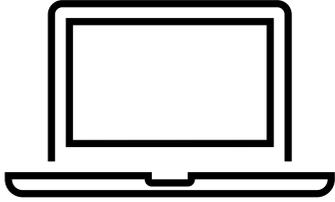
### General Building Code Requirements

- Tents shall not be erected closer than 3 m to the property line.
- Two exits to be provided when enclosed with side walls.
- Tents exceeding 225 m<sup>2</sup> (2421 ft<sup>2</sup>) require site inspection by Professional Engineer

### How do I determine how many portable toilets I need?

- For tents smaller than 225m<sup>2</sup> (2421ft<sup>2</sup>), consult your local portable privy provider to determine how many privies you will require for your event.
- For tents larger than 225 m<sup>2</sup> (2421 ft<sup>2</sup>), the number of privies shall comply to **Table 3.7.4.3.E of the Building Code** or provide an alternate written proposal from a portable privy provider and record this information on the Intent to use a Temporary Tent form.

## Online Submissions:



All permit applications are to be submitted online via our [Web Portal](#). Before you begin, please ensure that all required documents are complete and signed (as applicable). Scan each document separately and give it a recognizable file name and save it to your computer.

For further assistance please see our **Digital Permit Submission Guide**.

## Permit Issuance:



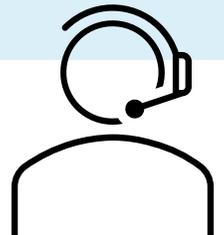
Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued. **Permit fees are payable upon issuance.**

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater

[Fees and Charges By-law.](#)

## Scheduling Inspections:

After the permit has been issued it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the permit card provided at the time of issuance.



Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Ontario Building Code.

# Permit Submission Checklist:

## 1. Completed building permit application:



- Application for a Permit to Construct or Demolish & Schedule 1

## 2. Required Supporting Documents:

- Site Plan; showing the location and dimensions of the proposed structure on the site plan and the setbacks to the lot lines. The site plan must also show all existing buildings with dimensions. If the lot is serviced by an on-site sewage system, the location of the septic must be identified on the plan. A Septic Use Permit may be requested online
- Letter of Authorization (if other than the property owner)
- Letter of Intent to use the temporary tent, accompanied with washroom facility information
- Layout of the interior of the tent (Floor Plan)
- Support frame structure and anchorage system drawings (Engineered drawings and Commitment to General Review Form if tent is larger than 225 m<sup>2</sup> (2421 ft<sup>2</sup>))
- Certificate of flame resistance of tent
- Applicable law approval, please check using the following links to determine if they apply to your property:
- Conservation Authority Approval,
  - Ministry of Transportation Approval,
  - County Of Simcoe Approval

IMPORTANT DOCUMENT

# Certificate of Flame Resistance

July 17, 2015  
Date of Manufacture

7893216  
Order Number



Tent Events Incorporated  
123 Main Street,  
Tentville, Ontario L0L XXX

Description of tent(s):

10 x ;  20 x ;  30 x ;  40 x ;  50 x ; OTHER:

Tent(s) has (have) been manufactured by Northern Tents Inc, 321 Main Street South, Town, Ontario, L9S XXX. The fabric has been treated with a flame-retardant approved chemical and was done in conformance with NFPA 701, CPAI 84, CAN/ULC S109-M87. The method of the flame retardant chemical is inherently non-inflammable, will not be removed by washing and is effective for the life of the fabric.

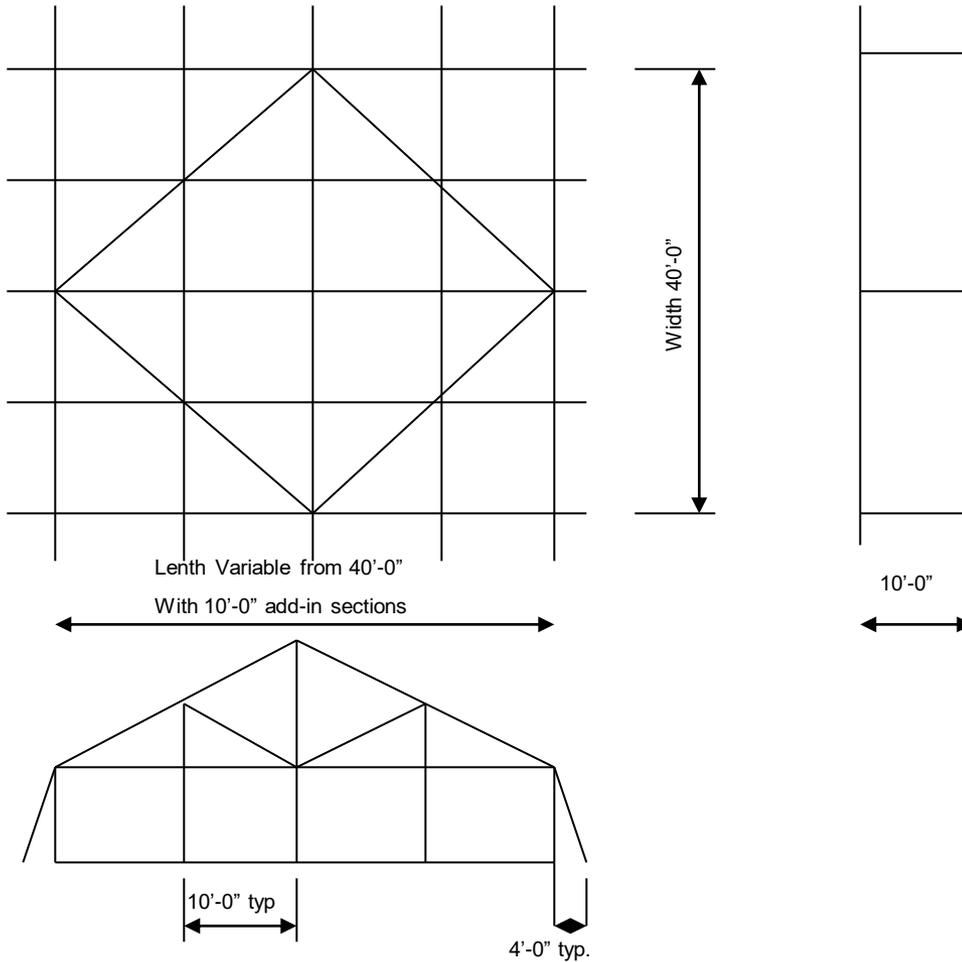
Flame Resistant Finish  
applied by:

Flametex Limited.

456 North Street, City, Ontario P2A XXX

*Walter Johnston*

Signature



## NOTES:

1. Not designed for snowload.
2. Anchoring system designed to resist windloads with  $q=0.55\text{KPa}$  (11.5 psf) and a two time factor of safety as per the Ontario Building Code – 2006
3. Anchors shown are to have a minimum resistance to pullout as per anchor detail
4. Minimum breaking strain for ropes must exceed 2000 pounds (1/2" polypropylene).
5. Tent fabricated with 2" O.D. aluminum Tube with 0.125" wall thickness. Connections are steel tube with 1.66" O.D. and 0.125 wall thickness.
6. Anchoring system assumes side wall tie down fails before design wind load is reached. Pegging of sidewalls at the ground must be with small stakes (6" to 8" long) or with 1" to 3" nails into asphalt.
7. Tent cladding fabric – 13 oz flame resistant vinyl laminate. Meets the requirements of ULC S109 and or NFPA-701 as certified
8. Install exits as required according to Ontario Building Code - 2012

### ANCHOR DETAILS:

40' X 40' Tent – 2 x 2000lbs anchors at each corner, 1 x 2000lb anchor at intermediate poles. (Total required 20 anchors) Add two 2000lb anchors each side for each 10ft added section (Total of 4 added anchors per 10')



Drawn By: Engineering Enterprises Inc.  
12345 Big Street, Anytown, Ontario, N3N  
1A2Ph. 705-321-1122 Fax: 705-321-1133

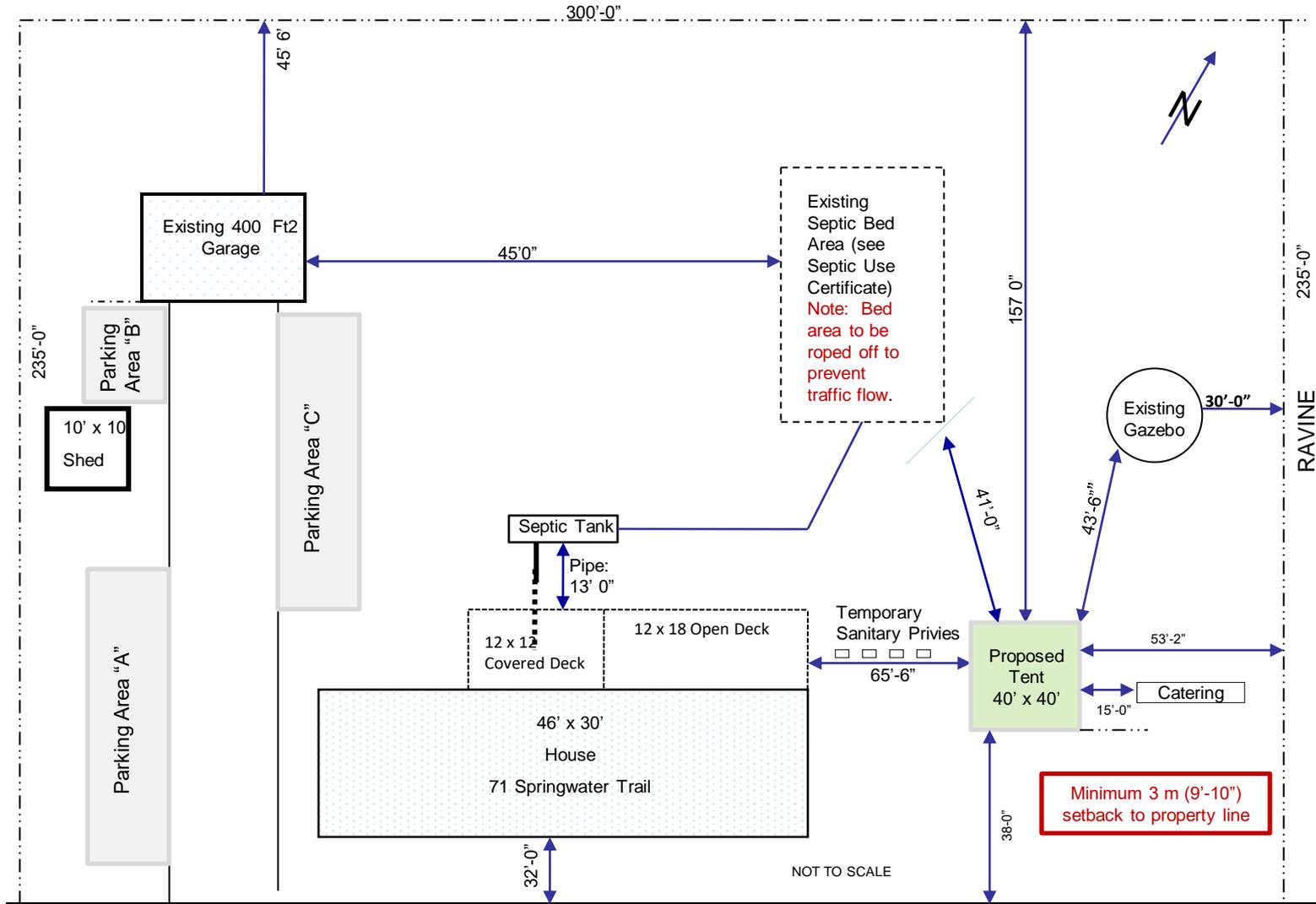
Date: May XX, 200X

Scale: NTS

Drawing Title: **Tent Events Inc**  
123 Main Street, Somewhere, Ontario

40' Wide Frame Tent with 10' add-in section – Sample only

# Township of Springwater – SAMPLE DRAWING – TEMPORARY TENT SITE PLAN



← Overflow parking at Springwater P.S.  
58 Springwater Trail

**SPRINGWATER TRAIL**

**Drawing Name:** TEMPORARY TENT SITE PLAN  
**Location:** 1000 Springwater Rd. Site 12  
**Date Designed:** March 8, XXXX **Scale:** NOT TO SCALE

Legend

● FE Fire Extinguisher

○ # Table Number

**Note:**

- Corridor and exit path of 4'-0" clearance to be maintained throughout tent area
- Exit location to be maintained even with sidewalls up

Project Location:

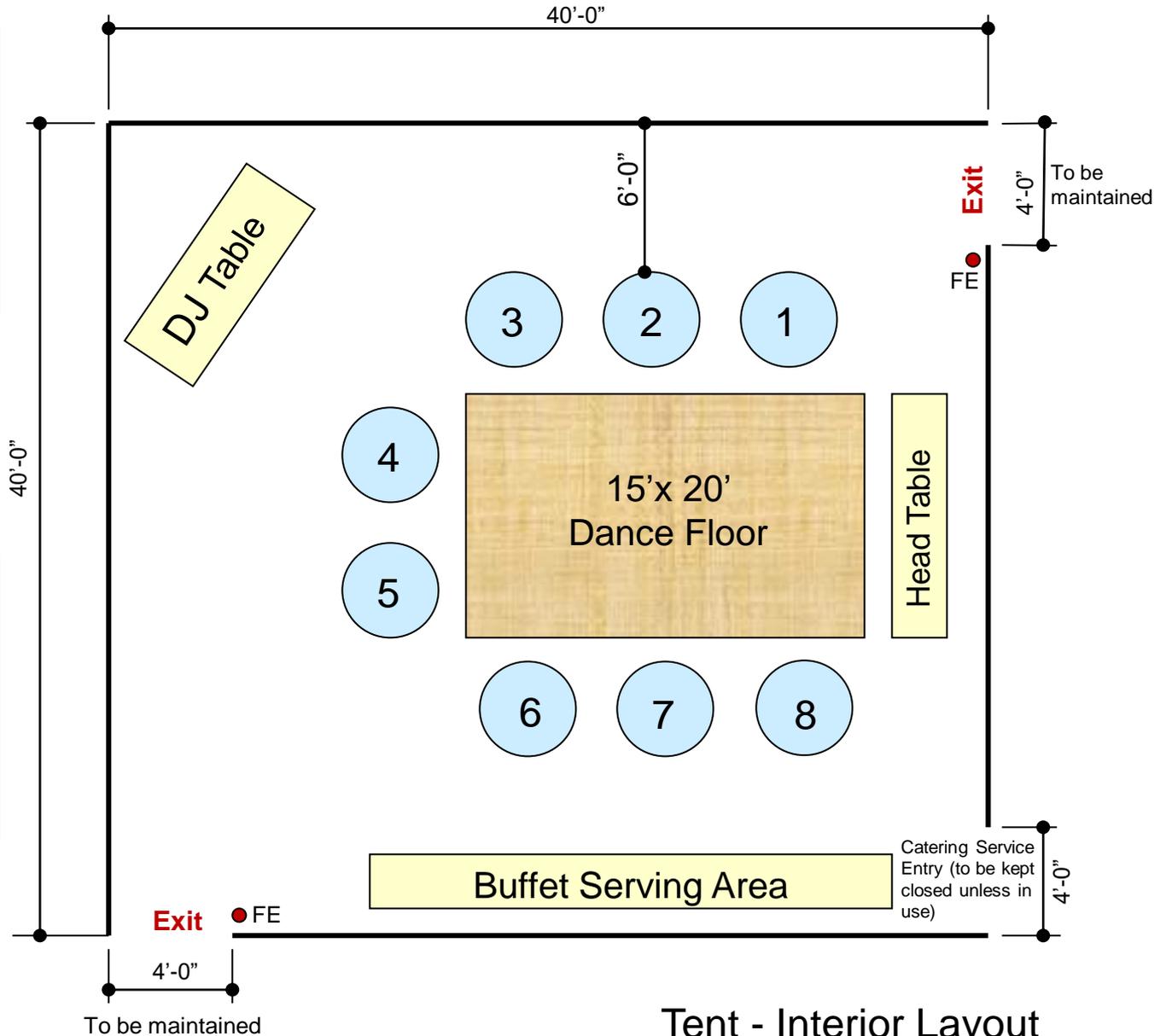
71 Springwater Trail

Name Of Client

Mr. & Mrs. Doright

Event Date:

July 31, 200X



Tent - Interior Layout