



## Town of Kingsville

## Building Department

# TEMPORARY TENT PERMIT CHECKLIST

[www.kingville.ca](http://www.kingville.ca)

2017

*Disclaimer: The fees and by-law information compiled within this guide are for reference purposes only. While we do our best to ensure the information is correct, all fees and by-law information are imposed pursuant to the relevant by-law. If there is any discrepancy between the information contained in this guide and the relevant by-law, the by-law prevails. Please contact the Municipal Office for a copy of the applicable by-law or for additional information.*

## Temporary Tent Permit Checklist

No building permit required for tents or group of tents are

- a) Not more than 60 m<sup>2</sup> (646 ft<sup>2</sup>) in aggregate ground area
- b) Not attached to a building, and
- c) Constructed more than 3m (9'-10") from other structures

Zoning or other approval may be required even if a building permit is not required

**The following items must be provided for a complete Building Permit application:**

- Application for Permit to construct or demolish
- Certificate of Flame Resistance
- Two copies of site plan show location of tent
- Designer information
- Commitment of General Review
- Two copies of anchorage details by Professional Engineer
- Adequate sanitary facilities provided
- Locates must be called for prior to installation of tents/inflatables
- Permit Fee: \$175.00 (*subject to change*)

Qualified and Registered designer required if the tent or group of tents

- a) Exceed 225 m<sup>2</sup> (2420 ft<sup>2</sup>) in ground area (professional engineer required)
- b) Exceed 225 m<sup>2</sup> (2420 ft<sup>2</sup>) aggregate ground area and are closer than 3m apart,
- c) Contain bleachers. Or
- d) Are enclosed with sidewalls

A tent permit will either be issued or refused in 10 working days.

Garden Centre applications may require Site Plan approval process.

# Tent Permit Requirements

## 1. No permit is required for a tent or group of tents provided:

- a) Aggregate ground area is less than 60 m<sup>2</sup> (646 ft<sup>2</sup>)
- b) Detached from all buildings, and
- c) Constructed greater than 3m (9'-10") from other structures

**Zoning approval is always required**

## 2. The following is required for a permit for a tent or group of tents where:

- a) Ground area is greater than 60 m<sup>2</sup> (646 ft<sup>2</sup>) and less than 225 m<sup>2</sup> (2420 ft<sup>2</sup>)
- b) Aggregate ground area is greater than 60 m<sup>2</sup> (646) ft<sup>2</sup>) and less than 225 m<sup>2</sup> (2420 ft<sup>2</sup>) and are closer than 3 m (9'-10") apart,
- c) Do not contain bleachers, and
- d) Are not enclosed with sidewalls

### Required information:

- i. Application for a Permit to Construct or Demolish
- ii. Designer sheet
- iii. Two copies of Site Plan
- iv. Two copies of tent drawings
- v. Certificate of flame resistance

## 3. The following is required for a permit for a tent or group of tents where:

- a) Total ground / aggregate area is greater than 225 m<sup>2</sup> (2420 ft<sup>2</sup>) or
- b) Contain bleachers or sidewalls

### Required information:

- i. Application for Permit to Construct or Demolish
- ii. Designer must be qualified with Ministry of Municipal Affairs and Housing for Building Structural and Small Buildings
- iii. Two copies of Site Plan
- iv. Two copies of tent drawings
- v. Two copies of P. Eng. Supporting structure and anchorage details
- vi. Certificate of flame resistance
- vii. Part 3 Commitment Form for Professional Engineer