

**Check List of FYI and Important Information regarding:  
Tents**

|                       |                  |
|-----------------------|------------------|
| <b>Date of Event:</b> | <b>Location:</b> |
|-----------------------|------------------|

| <b>Is Tent Permit Required?</b>   |  | YES                      | NO   |
|---|--|--------------------------|--|
| 1   | Is the tent greater than 60m <sup>2</sup> in area?   | <input type="checkbox"/> | <input type="checkbox"/>   |
| 2   | Is the tent attached to a structure?   | <input type="checkbox"/> | <input type="checkbox"/>   |
| 3   | Is the tent less than 3m from a structure and vegetation?                                    | <input type="checkbox"/> | <input type="checkbox"/>   |
| <b>Yes to any of the above requires permit application. Otherwise, no Building Permit is required, however, Zoning and Fire requirements must be met, such as setbacks.</b> |  |                          |  |
| <b>Permit Fees</b>  |  | Fee                      |  |
| 4   | Tents (each)   | TBD                      |  |
| 5   | Zoning   | TBD                      |  |
| 6   | Fire Department  | TBD                      |  |
| <b>Professional Engineer</b>  |  | YES                      | NO   |
| 7   | Is the Tent greater than 225m <sup>2</sup> in area?  | <input type="checkbox"/> | <input type="checkbox"/>   |
| <b>Yes to above would require a professional engineer for the design and general review.</b>  |  |                          |  |
| <b>Required Documents &amp; Information</b>   |  | REQUIRED<br>YES or NO    | RECEIVED<br>YES NO N/A   |
| 8   | <b>Building Permit Application</b>   | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9   | <b>Designer Form</b> (Small Buildings Designation)   | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <b>P.eng</b>             |
| 10  | <b>Zoning Approval</b>   | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 11  | <b>Site Plan</b>   | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 12  | Setbacks   | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/>                          |
| 13  | Location of Tent(s)  | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/>                          |
| 14  | Fire Access Route  | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/>                          |
| 15  | <b>Flame Spread Rating (from Tent Rental Company)</b>  |                          |  |
| 16  | CAN/ULC S-109, or  | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 17  | NFPA 701   | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 18  | <b>Floor Plan</b>  |                          |  |
| 19  | Two exits shown  | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 20  | Exit Signage   | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 21  | Seating arrangement and location of structures inside tent and outside within fenced in area | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 22  | Egress locations from enclosed spaces  | <b>Yes</b>               | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 23  | <b>Structural Drawings (from Tent Rental Company)</b>  |                          | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 24  | Must be designed by P.eng if area greater than 225m <sup>2</sup>                             | <b>YES PER ITEM 7</b>    | <input type="checkbox"/> <input type="checkbox"/>                          |
| 25  | Anchorage design and details   |                          |  |
| 26  | <b>Occupant Load</b>   |                          |  |
| 27  | Tent _____.  | <b>YES</b>               | <input type="checkbox"/> <input type="checkbox"/>                          |
| 28  | Fenced _____.  |                          |  |
| 29  | Total _____.   |                          |  |
| <b>Simple Tent</b>  |  | Reference OBC 2012 Div B | Answer Yes or No<br>YES NO   |
| 30  | Min 3m setback from property line  | 3.14.1.4.(1)             | <input type="checkbox"/> <input type="checkbox"/>                          |
| 31  | Min 3m setback from tents, structures and vegetation around and above.                       | 3.14.1.4.(2)             | <input type="checkbox"/> <input type="checkbox"/>                          |
| 32  | <b>Sanitary Facilities - refer to Table 3.7.4.3.E below</b>                                  | 3.14.1.8.                |  |
| 33  | Hot Water provide to sanitary facilities   | 3.14.1.8.(2) & 3.7.4.17. | <input type="checkbox"/> <input type="checkbox"/>                          |
| 34  | Water Closets Provide  | Table 3.7.4.3.E          | <input type="checkbox"/> <input type="checkbox"/>                          |
| 35  | Port-a-potties allowed.  | 3.14.1.8.(3)             | <input type="checkbox"/> <input type="checkbox"/>                          |

