



TENT PERMIT REQUIREMENTS (As per 2012 Ontario Building Code)

A permit for a tent or group of tents is required when the tent or group of tents are:

- a) Over 60 m² (approximately 645 ft²) in aggregate ground area;
- b) Attached to a building, and;
- c) Constructed closer than 3 metres (approximately 10 feet) from other structures.

A permit for an air support structure is required if the structure is over 10 m², must conform to subsection 3.14.2 of the Ontario Building Code.

Tents or air support structures (as per Ontario Building code 9.1.1.4) are to conform to the requirements in subsection 3.14.1 or 3.14.2 as applicable of the Ontario Building Code.

An application for a tent or air support structure permit shall include:

- a) A building application form fully completed;
- b) A detailed site sketch with dimensions, outlining the lot, existing structures, proposed tent(s) or air support structure(s), distances from each other, other structures, water bodies or tributaries, property lines and location of septic bed & septic tank.
- c) A layout (floor plan) of the tent outlining interior arrangement, ie: tables, chairs, aisles, band, food services, bar, dance floor, etc.
- d) If the tent(s) or air support structure(s) indicate the location and number of exits;
- e) Provide proof of Flame Resistance Rating (provided by tent supplier);
- f) Permit fee of \$135.00, and;
- g) For tent(s) or air support structure(s) exceeds 225 m² (2420 ft²), are closer than 3 m (10 ft), contain bleachers and have sidewalls additional requirements can be found in subsection 3.14.1 or 3.14.2 as applicant of the Ontario Building Code.

A permit for a tent or group of **tents** is **not** required provided the tent or group of tents are:

- d) Not more than 60 m² (approximately 645 ft²) in aggregate ground area;
- e) Not attached to a building, and;
- f) Constructed more than 3 m (approximately 10 ft.) from other structures.



Huntsville/Lake of Bays Fire Department

Temporary Tent Requirements and Approval Form

(Used for the Assembly of Persons)

Requirements

The Ontario Fire Code contains specific requirements for the use of tents that exceed 30 square metres in size. For details refer to Section 2.9 of Division B of the Fire Code.

- The tent shall be composed of non-combustible materials or flame proofed to ensure that the materials will pass the match flame test outlined in NFPA 705, "Recommended Practice for Field Flame Test for Textiles and Films."
- The tent shall have at least two exits (each at least 790mm in width) located remotely from each other.
- Provide at least one listed minimum 2A rated portable fire extinguisher located at or near one of the exits.
- Combustible materials (including decorations) shall not be permitted within the tent.
- Smoking and open flame devices (including, but not limited to citronella candles and oil lamps) shall not be permitted in the tent, unless provisions have been made for such activities under the approved Fire Safety Plan. A **Fire Safety Plan is required** for all commercially used tents (or multiple tents in groupings without a minimum 3m separation) with an area in excess of 320 sq. ft. or 30m² being used as an assembly occupancy.

Please note the following excerpts from the Fire Code:

- 2.4.4.1(1) - In a building used for a public assembly, open flames shall not be used in such quantity or manner as to create a fire hazard unless the use has been approved.
- 2.4.4.3 - Devices having open flames shall be securely supported in non-combustible holders and located or protected so as to prevent accidental contact of the flame with combustible materials.

A person shall be appointed for fire watch duty and shall patrol the area continuously to ensure that the exits are kept clear and the other conditions enforced.

If a fire is detected, this person shall notify the Fire Department at 911 (cellular telephone) and the occupants (bullhorn) immediately.

Temporary Tent Approval Form

If any further assistance or explanation is required, please call Fire Prevention Officer, Mike Vadlja at 705-789-5201 ext. 3604.

Form Details

Number of Occupants: _____

Date of Function: _____

Location of Function: _____

Name of Person Responsible: _____

Address: _____

Telephone Numbers: _____

Collection of Information

Personal information on this form is collected under the legal authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The information is collected to gather applicant contact details regarding the safe operation and use of temporary tent applications under Section 2.9 of Division B of the Fire Code. For questions about this collection, please contact the Huntsville/Lake of Bays Fire Department.





Huntsville/Lake of Bays Fire Department

Fire Safety Plan for Tents

For all commercially used tents (or multiple tents in groupings without a minimum 3m separation) with an area in excess of 320 sq. ft. or 30m² being used as an assembly occupancy.

1. Location and/or Address where tent is set up:

2. Location of nearest telephone to call 911:

3. Number, type and location of portable fire extinguishers provided:

a) Number: _____

b) Type(s): _____

c) Location(s): _____

4. Name of Person employed for firewatch duty:

(Such duties to include: keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials and general enforcement of regulations as determined by lease).

5. Number of exit signs posted: _____. Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.

6. Has emergency lighting been tested: Yes No (applicable to night-time use only)

7. Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use? Yes No Relative to the tent, where would these devices be located?

(Must not be located adjacent to an exit or access to an exit)

8. Has a building permit been obtained for the assembly of the tent? Yes No

9. Contact information for owner of tent: _____.

10. Contact information for tent lease: _____.

Sketch

Please provide a sketch of the tent showing all exits, emergency lighting, fire extinguishers and any barricades or fencing. Include site plan with location of tent.

Authorization

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his/her designate and posted in a conspicuous location near the main entrance.

Approved by: _____

Date: _____

Huntsville/Lake of Bays Fire Department

Collection of Information

Personal information on this form is collected under the legal authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The information is collected to gather applicant contact details regarding the safe operation and use of temporary tent applications under Section 2.9 of Division B of the Fire Code. For questions about this collection, please contact the Huntsville/Lake of Bays Fire Department.





Huntsville/Lake of Bays Fire Department

Fire Safety Plan for Tents

For all commercially used tents (or multiple tents in groupings without a minimum 3m separation) with an area in excess of 320 sq. ft. or 30m² being used as an assembly occupancy.

1. Location and/or Address where tent is set up:

2. Location of nearest telephone to call 911:

3. Number, type and location of portable fire extinguishers provided:

a) Number: _____

b) Type(s): _____

c) Location(s): _____

4. Name of Person employed for firewatch duty:

(Such duties to include: keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials and general enforcement of regulations as determined by lease).

5. Number of exit signs posted: _____. Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.

6. Has emergency lighting been tested: Yes No (applicable to night-time use only)

7. Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use? Yes No Relative to the tent, where would these devices be located?

(Must not be located adjacent to an exit or access to an exit)

8. Has a building permit been obtained for the assembly of the tent? Yes No

9. Contact information for owner of tent: _____.

10. Contact information for tent lease: _____.

Sketch

Please provide a sketch of the tent showing all exits, emergency lighting, fire extinguishers and any barricades or fencing. Include site plan with location of tent.

Authorization

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his/her designate and posted in a conspicuous location near the main entrance.

Approved by: _____

Date: _____

Huntsville/Lake of Bays Fire Department

Collection of Information

Personal information on this form is collected under the legal authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The information is collected to gather applicant contact details regarding the safe operation and use of temporary tent applications under Section 2.9 of Division B of the Fire Code. For questions about this collection, please contact the Huntsville/Lake of Bays Fire Department.

