

Building Division

Temporary Tent

Permit Application Guide



Description

A building permit for a temporary tent or group of tents exceeding 60m² in aggregate ground area.

General Information

A tent or group of tents require a building permit under section 8 of the Building Code Act and require compliance with the Ontario Building Code provided that the tent or groups of tents are;

- (a) more than 60 m² in aggregate ground area,
- (b) attached to a *building*, and
- (c) constructed closer than 3 m to other structures.

When a tent exceeds 225 m² in total area, a professional engineer's site report and commitment to general review form is required.

Additional Requirements prior to building permit application

The Building Code Act prohibits the issuance of a Building permit if the proposed construction or demolition contravenes any Applicable Law as defined in the Ontario Building Code.

Please verify all approvals that may be necessary prior to submitting your application to construct.

Note Zoning approval for Temporary Tents is not required.

Required Drawings

Survey or Site Plan – required

Survey or site plan, referenced to a current survey, showing the size and location of all existing structures, the proposed tent structure(s) and distances to property lines, bodies of water, as well as structures on adjacent properties. The location of septic tanks and leaching bed must be shown (*if applicable).

Floor Plans

Fully dimensioned plan, for each tent showing the interior arrangement including table and chairs, bar area, stage *if applicable and all sizes and locations of entrance/exits. Tent elevations are required to verify if the tent has walls.

Electrical Systems

The electrical system and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public. Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic.

Flame Resistance Ratings

Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films". A copy of the Flame resistant rating shall be (provided by the tent supplier).

Sanitary Facilities Required

The minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.

Required Forms

- **Application for a Permit to Construct or Demolish**
- **Owner's Authorization Form** * if required
- **Commitment to General Review by Engineer** * if required

Required Fees

Building permit application fees can be found on the Townships website.

Permit Fee	As Per Fees & Charges By-Law
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Should you have any questions or require clarification please contact the Building Division, King Township, 2585 King Road, King City, L7B 1A1 (905) 833-532

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

E. Builder (if known)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

Building Division

Letter of Authorization



Information

Property Address: _____

Legal Description: _____

Roll Number: _____

Personal Information

Name: _____

Phone No.: _____

Address: _____

Email: _____

Authorizing Letter

To Whom it May Concern:

I/We, the above, do give _____ permission to act as our agent in applying to the Township of King for a building permit for the following projects:

(check all that apply)

- ☐ Demolition of Accessory Structure
- ☐ Demolition of Residential Building
- ☐ Demolition of Commercial/Industrial Building
- ☐ Construction of Dwelling
- ☐ Addition to Dwelling
- ☐ Construction of Accessory Structure
- ☐ Construction of a Deck
- ☐ Construction of Commercial/Industrial Building
- ☐ Renovation to Existing Building
- ☐ Other: (please specify) _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Authorized Agent Signature: _____ Date: _____



COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address: