

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.

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**
- **Zoning Review Declaration**
- **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 here: [Fees and Charges By-Law](#)

Permit Fee	As Per Fees & Charges By-Law
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Apply Online

All applications for building permits are to be submitted online. To submit an application for building permit applicants will be asked to provide the above forms, fees and digital copies of the specified drawings. For further information regarding online submission application requirements please visit our Website page [Electronic Building Permit Application](#).

Additional Requirements, Approvals & Applicable Law

The Building Code Act prohibits the issuance of a Building permit if the proposed construction or demolition will contravene and applicable law as defined in the Ontario Building Code.

Please verify all approvals that may be necessary to submit a complete application. The following are examples that may be required depending on your event type.

- **Noise Exception** (obtain from King Township Clerks Department)
- **Liquor license** (obtain from King Township Clerks Department)
- **Fire Safety Plan** (King Township Fire Department)

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			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 (optional)				
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. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number	Cell number	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Building Division Zoning Review Declaration



General Information

Zoning review is a detailed review of proposed construction, demolition and/or development intended to support a building permit application. This review determines zoning compliance and confirms compliance with other applicable law and by-laws. Zoning review is completed by the Planning Department.

Project Information: AGENT/ APPLICANT OWNER

OWNER NAME:

First Last

APPLICANT NAME:

(IF DIFFERENT THAN ABOVE)

First Last

PROPERTY ADDRESS:

Street No. and Name City Postal Code

LEGAL DESCRIPTION:

Lot No. Plan No. Concession

MAILING ADDRESS

(IF DIFFERENT THAN ABOVE)

Street No. and Name City Postal Code

TELEPHONE NUMBER:

_____ **EMAIL ADDRESS:** _____

Declaration and Acknowledgement of Applicant

I hereby declare and acknowledge the following:

- I am, the owner as stated above
 the owner's authorized agent
 an officer/employee of _____ which is an authorized agent of the owner

The time period for building permit application review according to OBC 1.3.1.3. Part 1, Division C, cannot be established until all required applicable law approvals, including zoning review, are complete and the approved documents are returned to the Building Division.

The Building Code Act prohibits the issuance of a building permit if proposed construction or demolition will contravene applicable law as defined in the Building Code.

This review does not relieve the owner from complying with the Ontario Building Code, the Act, all applicable by-laws and regulations.

I hereby certify that I have read and agree to the information presented on this page.

Name (please print) Signature Date

Personal information collected on this form is under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the Service Connection Permit Application Process. Personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Part II. Should you have any questions or concerns regarding the collection of personal information, please contact the Building Division, King Township, 2585 King Road, King City, ON L7B 1A1 (905) 833-4078.

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 REVIEW BY ARCHITECT AND ENGINEER

PART A TO BE COMPLETED BY OWNER

Project Description:

Permit Application No.

Address of Project:

Municipality:

WHEREAS the building code requires that the project described above be designed and reviewed during construction or demolition by an architect, a professional engineer or both that are licensed to practice in Ontario, and

WHEREAS Ontario law prohibits the construction or demolition of a building if a permit has not been issued to authorize it, and

WHEREAS architects and engineers are prohibited by law from undertaking general review of construction if a permit has not been issued,

NOW THEREFORE the Owner, who intends to construct or demolish or have the building constructed or demolished, hereby confirms that:

1. The undersigned architect and/or professional engineers have been retained to provide general review of the construction or demolition of the building to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a 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 to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction or demolition, 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; and
4. Construction or demolition will only be undertaken if an architect and/or professional engineers are retained to undertake general review, and a permit authorizing the proposed construction or demolition has been issued.

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

Owner's Name:

Date:

Owner's Address:

Telephone:

Signature of Owner:
(or authorized agent)

Print Name:

Fax:

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

PART B TO BE COMPLETED BY CONSULTANTS

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

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL	SITE SERVICES	OTHER: _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL	SITE SERVICES	OTHER: _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL	SITE SERVICES	OTHER: _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address:

ARCHITECTURAL	STRUCTURAL	MECHANICAL	ELECTRICAL	SITE SERVICES	OTHER: _____
Consultant Name:		Signature:	Print Name:		Date:

Telephone:

Address: