WELLINGTON NORTH
SEMPER PORRO

TEMPORARY TENT

Requirements for Building Permit Application

A building permit is required for a tent or group of tents that is more than 60 m² (645 sq. ft.) in aggregate ground area.

The supporting framing structure and anchorage system for a tent occupying an area greater than 225 m² (2421.88 sq. ft.) shall be designed and reviewed by a ***professional engineer***.

The following information is required in order to make an application for a building permit.

Drawing Requirements for Building Permit Application

1. Copy of property survey or site plan showing:
   a. The location of all existing buildings on the property
   b. The location and dimensions of the tent
   c. The setbacks (distance) from property lines and existing buildings
   d. The location of any 'designated' fire routes on the property
2. Plans and specifications which proved the following information:
   a. Manufacturer's specifications providing verification that the tent conforms to CAN/ULC S-109M "Standard for Flame Tests of Flame Resistant Fabrics and Films" or NFPA 701 "Standard Method of Fire Tests for Flame-Resistant Textiles and Films".
   b. Specifications stamped by a professional engineer shall be provided for the supporting framing structure and anchorage system for all tents.
   c. Occupant load – The maximum number of people permitted to occupy the tent.
   d. Seating – If seating is provided show the number and arrangement of seats.
   e. Exits – Indicate the number of sides of the tent to be left open. If all sides are closed show the location and width of exits.
3. Completed building permit application "Permit to Construct or Demolish". The "description of work" line must include the dimensions on the tent, the words "temporary tent" and the duration of time for which the tent is to remain on site. (i.e. 40 foot x 40 foot Temporary Tent, August 6 to 12)

Note: For large tents, additional information concerning fire alarm systems, construction of bleachers, means of egress and sanitary facilities may be required for compliance with the Ontario Building Code.

Note: One set of construction drawings are required if not submitting electronically.

Electronic submissions are to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale. Drawings to be a maximum size of 11" x 17" and shall be complete, fully dimensioned and to scale.

PDF submissions shall have layers unlocked to permit mark-ups and additional notes by the Chief Building Official or designate.

Where to apply for building permit

Building permit applications along with supporting documents may be applied for Online through Cloudpermit or by email to building@wellington-north.com. If you do not have access to a method of emailing building permit applications, there is a drop box at the Municipal Office at 7490 Sideroad 7 W, Kenilworth, ON and at 146 George St., Arthur, ON.

Office Hours:
Monday to Friday
8:30 a.m. – 4:30 p.m.

Any Questions?
Phone: 519-848-3620, Ext. 5
Web: www.wellington-north.com

Cost of building permit

Refer to Fees & Charges: Various Services By-Law, Schedule "B" for most recent fees. We accept cheque, cash, debit or electronic transfer to accounting@wellington-north.com as methods of payment. This includes the review of drawings, the building permit and building inspections.

Processing Time Line

Once a **complete** permit application is received, the permit will be reviewed within a maximum of 10 business days.

Required Building Inspections

Building inspections are booked a minimum of 24 hours in advance, by calling (519) 848-3620, Extension 5. YOU MUST QUOTE YOUR PERMIT NUMBER TO BOOK THE INSPECTION.

Required inspections may include:

- Final Building inspection – Completion of the project.

Additional Reference Material

- Planning Your Project
- Building Permit By-Law 142-22
- Wellington County Mapping
- Building Permit Application