

# TENTS

## TEMPORARY STRUCTURES

### Temporary Permit Package

A step by step guide for  
making a building permit  
application



Norfolk County Building Department  
Community Development Division  
[norfolkcounty.ca](http://norfolkcounty.ca)



## Do I need a tent permit?

When erecting a tent, certain approvals may be required, depending on the size of your tent. Use the following chart as a guide for required approvals.

Size of Tent	Fire Department Fire Safety Plan approval	Building Permit required	Professional Engineer Stamp required	Clause
>30 m <sup>2</sup> (323 sq. ft)	yes	no	no	Fire codes
>60 m <sup>2</sup> (645 sq. ft)	yes	yes	no	OBC Div C 1.3.1.1(5)
>225 m <sup>2</sup> (2420 sq. ft)	yes	yes	yes	OBC Div C 1.2.2.1(7)

## Setbacks.

Tents shall not be erected closer than 3m to a property line or any other structure.  
[OBC 3.14.1.4 and OBC Div C 1.3.1.1(5)(c)]

No tent shall be placed over top of any portion of a septic system.

## Fire Safety Plan.

If your tent requires a fire safety plan, you will need to complete the attached form

**NOTE:** A tent requires a fire safety plan when it is used for assembly purposes for more than 30 people (example; bingo tents, weddings tents).

Contact [Norfolk.fire@norfolkcounty.ca](mailto:Norfolk.fire@norfolkcounty.ca) for further information.

## **Step 1: Preparing your application.**

### **Completed Forms.**

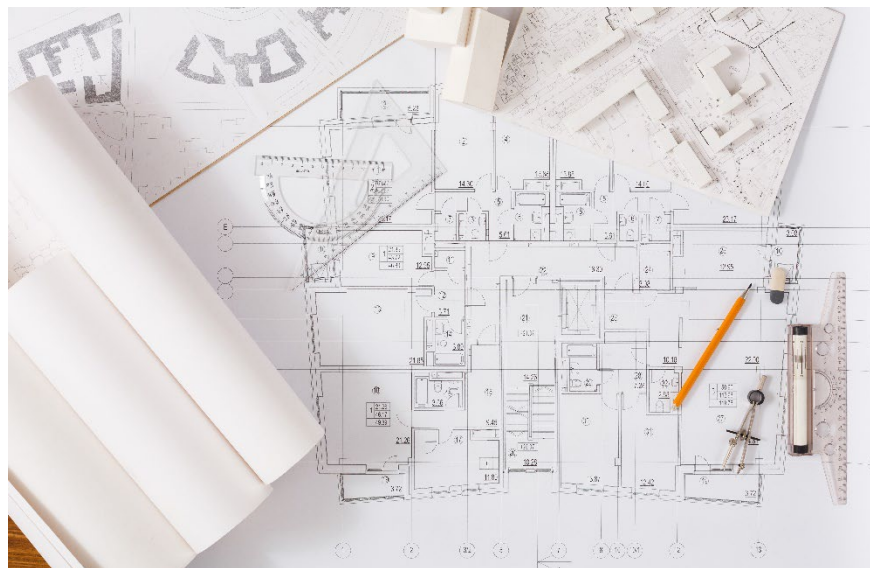
- Building Permit Application Form.
- Commitment to General Review if:
  - Tent exceeds 225 m<sup>2</sup> in area.
- Applicant authorization Form, if application is not completed by the property owner.
- Approved Fire Safety Plan from the Fire Department.

### **Required Documents.**

- Plot Plan:
  - Property lines and lot dimension,
  - location of the tent on the lot,
  - neighbouring buildings, and
  - existing septic systems on the lot,
  - any proposed fencing of the area, and
  - the number and location of portable toilets.
- A copy of the certificate verifying that the tent material has the required flame resistance.
- A detailed drawing showing the floor plan layout of the tent indicating:
  - table locations,
  - bar locations,
  - fire extinguisher locations, and
  - locations of all exits.
- If the tent exceeds 225 m<sup>2</sup>, a structural drawing of the tent bearing the stamp of a Professional Engineer is required.

### **Fees.**

- Temporary Permit fee.



## **STEP 2: Applying.**

**Online Portal:** Visit [Norfolk Permits Portal](#) and make your application online.



### **Building Department**

[Apply for a Building Permit  
Status and Fees](#)

**In Person:** Visit our service counter located at 12 Gilbertson Drive Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

## **Step 3: Plans Review.**

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

## **Step 4: Inspections.**

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

**Need Help?** If you have any question on the building permit process or plans required, please contact [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or 519-426-5870 ext. 6016.

Updated October 2022



## TENTS

All tents that function as an occupancy that require an approved Fire Safety Plan under the Ontario Fire Code will require a Fire Safety Plan to be submitted at least thirty (30) days prior to the event.

Note – A copy of the approved Tent Fire Safety Plan must be posted visibly near the entrance.

### Property Owners Information.

Event Location / Address: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owners Address: \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Letter of Permission.

Required if location is on private property belonging to someone other than the organizer:

Yes  No

### Tent Company Information.

Tent Company Name: \_\_\_\_\_

Tent Company Address: \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tent Size: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_



# FIRE SAFETY PLAN FORM TENTS

## Event Organizers information.

Event Organizer/Vendor Name: \_\_\_\_\_

Organizers Address: \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Fire Safety Overview.

Occupant Load: \_\_\_\_\_ Posted:  Yes  No

Fire Alarm:  System or  Fire Watch

Name of Tent Fire Warden: \_\_\_\_\_

Fire Alarm Sounding Device: \_\_\_\_\_

Portable Extinguishers:  Yes  No Number: \_\_\_\_\_, Type: \_\_\_\_\_

Exit # 1 – Width: \_\_\_\_\_ Exit # 2 – Width: \_\_\_\_\_

Flame Resistance Label:  Yes  No Exit Signs Posted:  Yes  No

Fuel-fired Appliances:  Yes  No T.S.S.A. Inspection:  Yes  No

Tent Site Plan:  Yes  No 2 Copies – 1 Copy for Fire Department

## Responsibilities:

- Keep means of exit clear,
- Enforce no-smoking policy,
- Hourly fire inspection tours and log,
- Proper use of combustibles,
- Direct responding fire personnel to the location of the emergency,
- Sound alarm, call 911 and extinguish fire if safe to do so,
- Attach a sketch of Tent Fire Safety Site Plan if required.

## Collection of Personal Information:

Personal information submitted in this form is collected under the authority with the [Municipal Freedom of Information and Privacy Act](#), or for the purpose stated on the specific form being submitted. The information will be used by the Building and Fire Department administration for its intended submitted purpose.

Questions about the collection of personal information through this form may be directed to: Norfolk County's Chief Building Official, 12 Gilbertson Drive. Simcoe, ON N3Y 5L6, 519-426-5870 ext. 2218, Information and Privacy Coordinator, 50 Colborne Street South, Simcoe ON N3Y 4H3, 519-426-5870 ext. 1261, or The contact names of the form being submitted.