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Event Tent Guide

How to apply for a temporary
event tent permit

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severn.ca





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Section 1: Event Tent Guide description

The information contained herein is intended only as a guide for property owners planning to erect a temporary tent only. Building permits ensure that all work meets the requirements outlined in the **Ontario Building Code** (OBC).

General information and definitions

What is a tent structure?

The following reference is made in the Building Code, under Appendix A:

"The word "tent" as used in the Building Code is intended to refer to a temporary shelter which is used at an open-air event such as a fair or exhibition."

The key word here is 'temporary'. Permanent fabric structures are not addressed in this guide and have their own set of requirements under the Building Code.

When do I need a permit to erect a tent?

According to Division C: Part 1 of the Ontario Building Code, a permit for a tent is required if:

- the tent is larger than 60 square metres (m²) or 646 square feet (ft²) in ground area and/or
- the tent will be attached to the building and/or
- the tent will be constructed less than 3m (10ft) from another structure

Please note that tents cannot be installed on top of a septic bed. The septic system should be roped off to prevent traffic from traveling over it.



Section 2: Permit submission

What do I need to obtain a permit?

You will need to submit the following documents with your permit application:

- a completed copy of the event tent application
- a completed copy of the Intent to Use a Temporary Tent form
- Engineered tent drawings including Certificate of Flame Resistance (this can be obtained from the rental company)
- a site plan showing an overview of the property including:
 - the location of the temporary bathroom facilities
 - parking for you and any guests
 - any cooking areas
 - fire extinguishers
 - emergency vehicle access route
 - licensed drinking areas
- an interior floor plan including:
 - seating arrangement
 - aisle width
 - use of all floor areas (dance floor, bar, etc.)
 - location and size of exits
 - location of the side walls (if applicable)
- Authorization form (only required to be signed by the applicant and the property owner if the owner of the property is not the person applying for or erecting the tent)

All documents can be submitted by **email** to our Building Department.



When do I need to submit my permit application?

Applications must be received at least three weeks prior to the event. An inspection must be scheduled at the time of application. Inspections are to be conducted by both a Building Inspector and a Fire Inspector.

How do I schedule my inspection?

The tent must be fully set up prior to the inspection. Inspections can be scheduled by contacting the Building Department:

Email: building@severn.ca

Phone: 705-325-2315 x224

What is the fee for an Event Tent permit?

The fee for an Event Tent Permit is \$111.00 and can be paid for at the time of permit pick up at the Administration Office located at 1024 Hurlwood Lane in Severn. We are open Monday to Friday from 8:30 a.m. to 4:30 p.m. We accept payments by cash, debit, or cheque. Please make your cheque payable to the Township of Severn. We don't accept credit card payments.

Conditions for oversized tents

For tents larger than 225m² (2421ft²) a Commitment to General Review by a Professional Engineer is required. A field inspection by the Profession Engineer noted in the General Review will be required after the tent is set up at the selected location. This inspection report must be sent to Township staff prior to the inspection by our municipal Inspectors.



Section 3: Sanitary facilities

For tents smaller than 225m², consult your local portable toilet provider to determine how many washrooms you will require. For tents larger than 225m², the number of washrooms needs to comply with Table 3.7.4.3.E of the Building Code (listed below) or you must provide an alternative written proposal from a portable toilet provider.

Table 1. Table 3.7.4.3.E of the Building Code, Washrooms required for each sex

Number of persons	Minimum number of washrooms*
1 to 50	2
51 to 70	3
71 to 90	4
91 to 110	5
111 to 140	6
141 to 180	7
181 to 220	8
220 to 260	9
1 to 50	2

*For groups of 260 or more, provide 10 plus 1 for each additional increment of 40 persons of each sex.



Section 4: Serving alcohol

If alcohol is to be served at the event, a Special Occasion Permit is required. The Alcohol and Gaming Commission of Ontario (AGCO) oversees the administration of Special Occasion Permits. A Special Occasion Permit is required any time that alcohol is offered for sale or served anywhere other than in a licensed establishment or a private home. For more information about obtaining a Special Occasion Permit, please visit the AGCO's website at www.agco.ca

Section 5: Fire Code requirements

Definitions

For this section the following definitions will apply.

Approved

Means a detailed proposal or witnessed on-site solution is accepted by the Fire Chief, Chief Fire Official, or their designate.

Enclosed tent

Means a tent that has the side walls installed or other such temporary walls as required to enclose the building.

Open-air tent

Means a tent that has no side walls installed or other such temporary walls as required to enclose the building.



Requirements

In accordance with **O. Reg. 213/07** the Ontario Fire Code the following requirements shall be met:

- this section does not apply to tents under 30m² (322ft²)
- all tents shall be constructed in conformance with the Ontario Building Code
- all tent components, fabrics, textiles, 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-Resistant Textiles and Films'
- hay, straw, shavings, and similar combustible materials other than those necessary for the daily feeding and care of animals, shall not be permitted within any tent unless approved
- combustible materials of all types shall not be accumulated within the tent in quantities or locations that create a hazard
- for occupant loads greater than 150 people (licensed) or 300 people (unlicensed);
 - if a tent does not have a fire alarm system that conforms to the Building Code or an approved fire alarm system, a competent person shall be designated for fire watch duty and provided with appropriate equipment to undertake these duties (e.g., airhorn, whistle, flashlight, cellphone, etc.)
 - fire watch proposal shall be provided and approved
- no smoking or open-flames devices shall be used within a tent unless approved



- a portable fire extinguisher with a minimum 2A, 10BC rating shall be provided near each exit from the tent
- 'EXIT' signs shall be displayed at each exit from an enclosed tent
- access shall be provided to and around all tents for firefighting and other emergency purposes
 - access for firefighting apparatus and personnel shall be approved.
- exits shall be kept clear at all times
- cooking within a tent is prohibited unless approved. Off-site cooking with on-site serving equipment shall be approved.
- a cellular phone must be made available at all times for the purpose of calling 911 in the event of an emergency
- electrical extension cords, generators, and other electrical equipment shall only be used on a temporary basis and in accordance with manufacturers instructions;
 - all electrical equipment and components are to meet the **Ontario Electrical Safety Code** and are under jurisdiction of the Electrical Safety Authority (1-877-ESA-SAFE)
- generators shall be used under conditions that do not pose an ignition risk and be placed at a distance and direction where the exhaust from all portable generators discharges in a safe direction and away from the tent area
- fuel-fired heating equipment shall not be used within a tent unless approved.
- open-air burning and explosives storage and use are prohibited within a tent;
 - outside of a tent open-air burning shall conform to the Township of Severn **Open-Air Burning By-Law** and explosives shall conform to the **Explosives Act** and applicable By-Laws



- a tent shall not be used as an 'escape room', 'haunted house', 'maze' or other use that creates confusion for escaping occupants unless approved and requirements for exit signage, emergency lighting, means of egress, and other pertinent sections of the Ontario Fire Code are met

Any questions about Fire Code requirements should be directed to:

Jake Hawkins

Fire Prevention Officer

Email: jhawkins@severn.ca

Phone: 705-325-2315 x248



Intent to Use a Temporary Tent form

Event information

Purpose	
Location	
Total number attending	
Date tent to be erected	
Event date	
Date tent is to be dismantled	

Tent rental company information

Company name	
Address	
Phone	
Contact name	

Tent information

Number of tents	
Size of tent(s) m2 or ft2	
Maximum Occupant Load	
Side walls to be used (yes or no)	



Fire safety information

Number of exits from tent	
Number of fire extinguishers in tent	
Type and size of fire extinguishers	
Fire Watch Proposal (yes or no)	

Sanitary facilities information

Will temporary sanitary facilities be provided? If yes, complete the form below	Yes	No		
Company providing sanitary facilities				
Number of portable toilets to be rented				
Total number of washrooms to be provided (including rented and existing)				
If tent is larger than 225m ² (2421ft ²) sanitary facilities comply to Table 3.7.4.3. E	Yes	No	Alternative solution attached	Not applicable



Other information

Will there be a food preparation area?	Yes	No	If yes, complete the form below
Distance from food preparation area to tent			m or ft (check one)
Is another structure required for food preparation?	Yes	No	

Notes:
