

Brief Project Description	Date and Initials
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All permit applications must be complete. Incomplete applications will not be accepted.

Applications must contain sufficient documentation and detail for the proposed project to be reviewed for compliance with the Ontario Building Code. This checklist summarizes typical information which must be submitted with the Building Permit Application. Additional information may be required.

DRAWINGS AND DESIGN INFORMATION

When a permit is required

- A tent 60m²/645ft² or larger
- A group of tents spaced less then 3m/10ft apart with a combined area of 60m²/645ft² or larger

General information

- Building permit application
- Commitment to General Review form (required if tent is larger than 225 m²/2420 ft²)
- Digital copy of drawings uploaded through the electronic submission form at www.wilmot.ca/buildingpermits**

Site plan

- Sketch (such as an aerial image) showing
 - Location of proposed tent
 - Distance to property lines, well, septic tank and tile bed and other site features
 - Washroom locations (portable or in buildings)
 - Driveway for fire truck access (within 30m/100ft of tent)

Tent Drawings

From Tent Company:

- Letter verifying fabric meets CAN/ULC S109 or NFPA 701
- Structural drawings of tent
- Anchorage details of tent
- All drawings must be stamped by an Engineer if tent is larger than 225m²/2420ft²

From Event Organizer / Owner:

- Sketch of interior layout of tent – tables, seating, aisle ways, etc
- Provide the following:

Tent Setup Date	
Tent Removal Date	
Event Date(s)	
Hours of Use	
Total Occupant Load	
Number of Washrooms	
Licenced Event	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Function	

Information for all tents

- ❑ Must be a minimum of 3m/10ft from any property lines or buildings (Must also comply with zoning)
- ❑ All flammable vegetation or combustible material must be cleared away from under and surrounding the tent within a minimum of 3m/10ft
- ❑ Cooking is not permitted within a tent unless an NFPA 96 Range Hood and Suppression System has been installed
- ❑ Electrical Safety Authority must be contacted for electrical permits and any other electrical requirements. Copy of Final Inspection Certificate from ESA must be provided to building department prior to occupying the tent - ESA 1.877.372.7233
- ❑ See Fire Prevention for tents used for **commercial uses or other public functions.**

Requirements for Large Tents (More than 225 m²/2420ft²)

- ❑ A fire watch system must be in effect during events/functions. A fire watch system means a person is employed to watch for fire and is familiar with the fire safety plan, conditions of exits, maintaining clear paths of egress for corridors and aisles, and ensuring regulations are enforced.
- ❑ Exit signs, emergency lighting and portable fire extinguishers must be installed
- ❑ Egress and exiting must conform to the Ontario Building Code – minimum 2 exits (spaced apart), minimum width of 900mm/3ft for each exit or 6mm/¼” per person (whichever is greater), maximum distance to an exit is 30m/98ft

Other required information/documentation

- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

*In addition to the above, **any applicable engineering** must be submitted with the permit application. Additional information may be required upon completion of full plans examination.*