



Tent Pre-Permit Clearance

This form must be *completed in full* and the documentation listed below submitted prior to the issuance of a tent permit.

Tent Information

Address of tent installation _____

Proposed use (event name/type) _____

Installation date (mm/dd/yyyy) _____

Removal date (mm/dd/yyyy) _____

Tent Number	Tent Size (m. x m.)	Sides on Tent (yes or no)	Use of Tent (retail, dining, food service)	Occupant Load (number of people)
Tent 1				
Tent 2				
Tent 3				
Tent 4				
Tent 5				
Tent 6				

Information Required with Application

A site plan showing the proposed location of all tents (numbered accordingly). The plan must also indicate the distances from each tent to other buildings, to other tents and to property lines. If washroom facilities are required, the number and location must be shown on the site plan.

A floor plan of **each tent** showing the location of any tent sides to be closed, tables, chairs, aisles, exits, tent posts, cooking facilities etc.

Verification of flame resistance of the tent material. The material must conform to CAN/ULC-S109 “Flame Tests of Flame-Resistant Fabrics and Films” or NFPA 701 “Fire Tests for Flame Propagation of Textiles and Films”.

Notes:

Tents occupying an area greater than 225 square metres also require the following:

- Framing structure and anchorage system drawings prepared by a professional engineer licensed in the Province of Ontario.
- A “Commitment to Review” form must be provided by the professional engineer responsible for the review of the supporting framing structure and anchorage system
- Any other plans submitted must be prepared by a Designer, registered with the Ministry of Municipal Affairs and Housing. Designers must provide a completed “Schedule 1 – Designer Information” form

Tents occupying an area less than 225 square metres and enclosed with sidewalls also require the following:

- All plans submitted must be prepared by a Designer, registered with the Ministry of Municipal Affairs and Housing, and must be accompanied by a “Schedule 1 – Designer Information” form

Tent Requirements

In accordance with the Ontario Building Code, tents or a group of tents (tents situated within 3m of each other) installed within the City of Brantford will need a permit regardless of the length of time the tent or group of tents will be installed, when the tent or group of tents:

- exceeds 60 square metres in area, or
- are attached to a building, or
- are constructed less than 3 metres from other structures

Application for a permit can be made online using Cloudpermit. If you have any questions or would like to discuss the information contained in this form, please contact this department at 519-759-4150.

Note that even if a permit is not required the provisions of the City's Zoning Bylaw still apply. You should therefore contact the Building Department to ensure your proposed location will comply with the Zoning Bylaw.

Processing

Your application will be reviewed by the Fire Department to ensure that their requirements will also be complied with prior to the Building Department approving your application.

The review consists of the following:

Building Department

Review for compliance with the City's Zoning Bylaw and the provisions of the Ontario Building Code relating to intended use (occupancy), separation from other buildings and tents, exits, support structure, flame retardant characteristics of tent material, and ventilation of cooking equipment.

Fire Department

Review for compliance with the provisions of the Ontario Fire Code relating to fire access routes, assess cooking facilities (type of appliance, supervision, extinguisher), location of fire extinguishers, occupant load (use, seating, fire alarm, exit signs and fire emergency procedures posted), and ensure wiring is completed to Ontario Hydro Standards.

To apply for a permit, visit our online portal at Cloudpermit – Log In to create an account. Complete this form and include in your CLOUDPERMIT application.