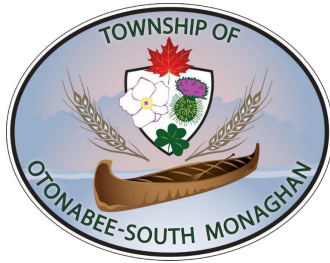


**THE
TOWNSHIP
OF
OTONABEE
SOUTH
MONAGHAN**

TENTS

2025 EDITION



The Township of Otonabee-South Monaghan

Tent Permit Information Guide

2025 Edition

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Using This Guide

The following guide is provided to assist in clarifying the most critical health and safety requirements that will apply to tent structures in order to meet the minimum standards of the Ontario Building Code, Part 9.

SYMBOLS



= IMPORTANT INFORMATION - PAY EXTRA ATTENTION!

General Permit Information

HOW DO I GET A BUILDING PERMIT FOR MY PROJECT?

Cloudpermit

A Building Permit application must now be submitted to the Building Department ONLINE through the **Cloudpermit** online permitting portal accessible via the

Otonabee-South Monaghan Township website at:

www.osmtownship.ca

To obtain a Building Permit you are required to submit a completed application using Cloudpermit. Access to Cloudpermit is through the township website. Here you will also find **video and text tutorials** to assist you through the application process.

General Information & Requirements



Building permit application must be submitted 10 days prior to the erection of tent.

This guide is for informational purposes only. It is the responsibility of the Applicant/Designer to review the building code to ensure all information is complete, accurate, and up to date.

TENT SIZE AND AREA.

Tents LESS THAN 60m² (642 sqft) in Area

- No Building Permit required.

Tents BETWEEN 61m² & 225m² (657-2422 sqft) in Area

- Building permit **is** required.
- Sanitary facilities must be provided in compliance with the Building Code.
- Application must include a Building Permit Application (refer to Township website), site plan indicating the location of the tent with setbacks to other buildings and property lines.
- Access must be provided for firefighting (must be easily approachable by emergency personnel).

Tents GREATER THAN 225m² (2422sqft) in Area

NOTE: ALL REQUIREMENTS FOR TENTS 61M² AND 225M² APPLY AS WELL AS THE FOLLOWING:

- Professional Engineer must design the supporting frame structure and anchorage system, sign a commitment to review form and inspect the tent after it is erected but before it is put into use.

CLEARANCE TO OTHER STRUCTURES.

- Tents must not be erected closer than 3m (9.8 ft) to the property line.
- Tents must not be erected closer than 3m (9.8 ft) to other tents or structures.
- If more than one tent is used and they are placed within 3m (9.8 ft) of each other, the total area of all such tents are considered as if they were only one tent.
- Tents *not* occupied by the public need not be separated from one another, and are permitted to be closer than 3m from other structures on the same property where there is no hazard to the public.
- Tents located on fair grounds or similar open spaces, need not be separated from one another where there is no hazard to the public created.

Inspection Requirements

FIRE DEPARTMENT / BUILDING DEPARTMENT INSPECTION

An Inspection SHALL take place by the Chief Building Official and the Fire Department the day prior to the event. It is the responsibility of the permit holder to contact the Building and Fire Departments to arrange an inspection time.

THINGS WE WILL BE LOOKING FOR DURING THE INSPECTION.

- Fire extinguishers at exits and near looking areas.
- Exit signs over exits when tent flaps are to be left down.
- No combustible material such as hay or straw to be used for decorations.
- No open flames, use flameless candles (Battery operated).
- Washroom requirements (number of washrooms) is based on the number of persons attending the event.

PROVISIONS FOR FIRE FIGHTING

Access shall be provided to all tents for the purpose of firefighting.

TENT MATERIAL

The tent material must meet the Ontario Building Code with regard to flame spread ratings. All tents, tarpaulins, decorative materials, fabrics and films used on connection with tents, must be certified to:

CAN/ULC-S10-9, "Flame Tests of Flame-Resistant Fabrics and Films"

OR

NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films"

Tents from reputable tent companies typically meet this requirement. Other tents from retail stores may not meet this standard.

BLEACHERS

Where bleachers are provided in a tent, they will require an engineered design and must conform to the applicable articles in the Ontario Building Code.

ELECTRICAL

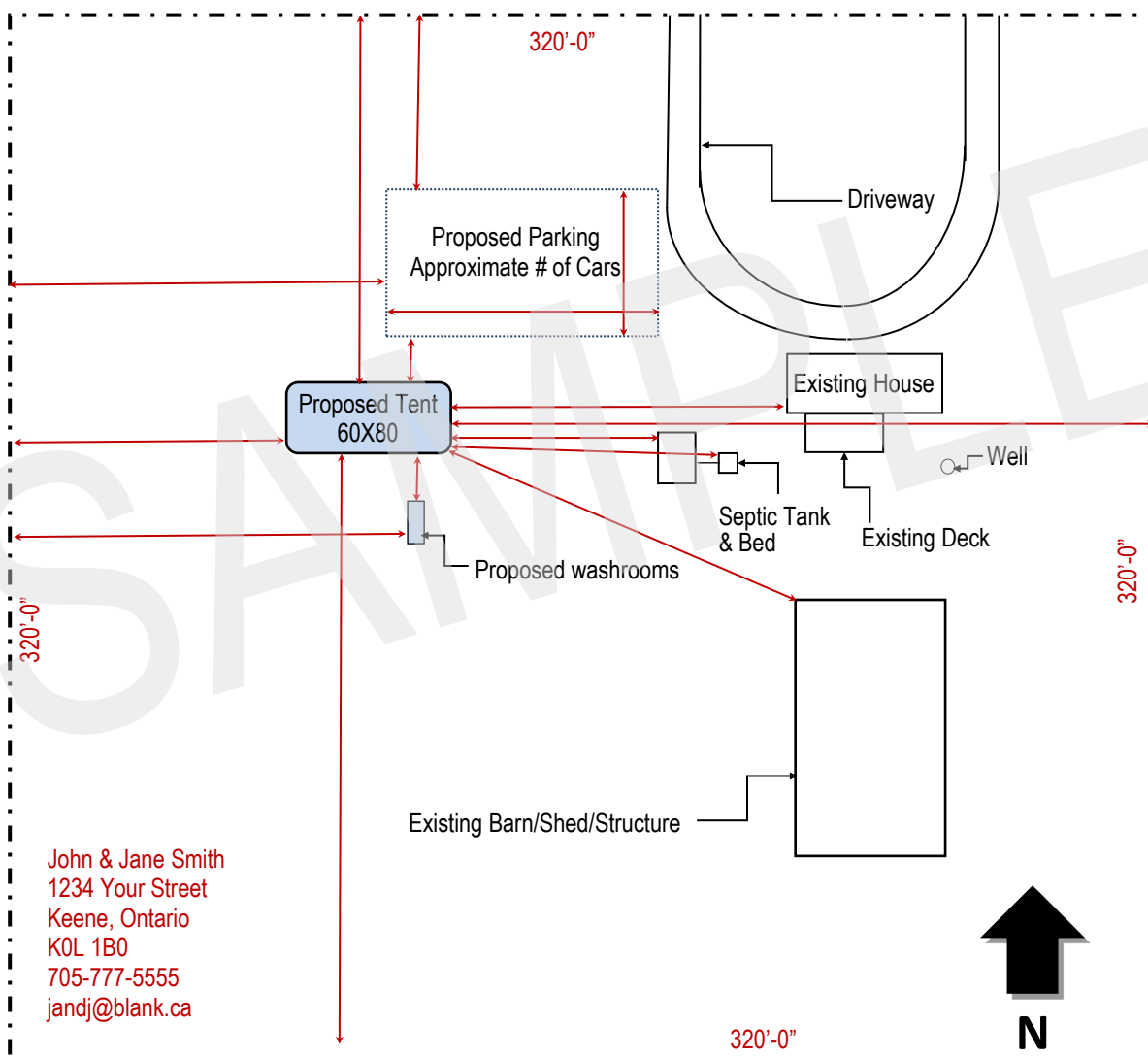
Electrical Systems and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public.

Cables on the ground in areas used by the public shall be placed in trenches or protected by covers to prevent damage from traffic.

SITE PLAN / FLOOR PLAN REQUIREMENTS

A detailed site plan and floor plan are required with your permit application. This can be hand drawn but must be scaled and show accurate dimensions. (Graph paper provided on pages 12 and 13 of this guide.) The following is an example of a typical site plan for your reference.

Your Street Name



John & Jane Smith
1234 Your Street
Keene, Ontario
K0L 1B0
705-777-5555
jandj@blank.ca

All Dimensions shown in Red must be provided by the Applicant.

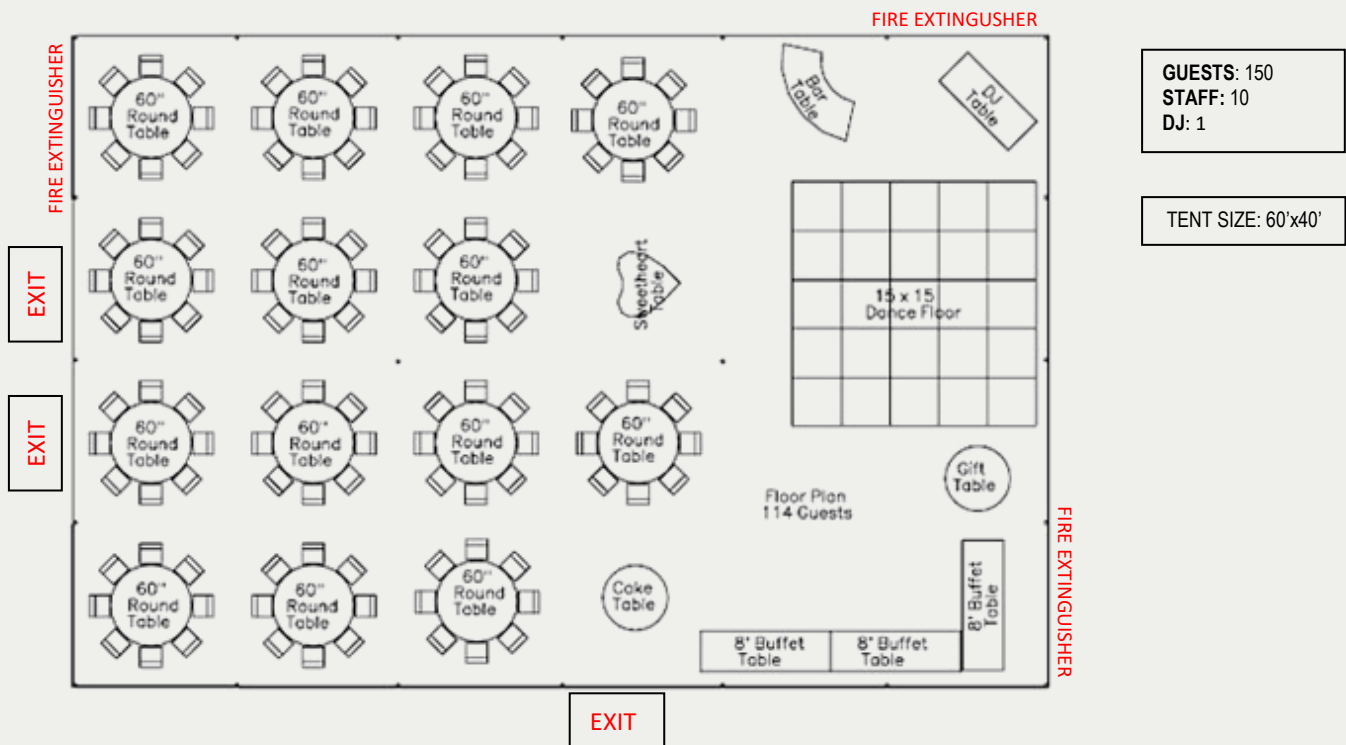
WHAT TO INCLUDE ON YOUR SITE PLAN AND FLOOR PLAN

On your site plan, please indicate the following:

- Size & Location of proposed tent and existing structures on property.
- Tent Setbacks from lot lines
- Tent Setbacks from other structures on the property
- Parking area(s)
- Driveway
- Washroom location(s)
- Lot dimensions
- North Arrow
- Septic and Well Locations
- Address and contact information

On your tent floor plan, please indicate the following:

- Location of tent exits
- # of guests and staff
- Location and layout of guest tables
- Location and layout of food service equipment
- Location of entertainment systems/equipment
- Location of firefighting equipment



NEED TO CONTACT US?

There is a lot of information covered in this guide. If you have any questions regarding this information, please do not hesitate to contact the building department for assistance. If you would like to make an appointment to discuss your plans with Building Department Staff, please contact Chantal to make the arrangements.

BUILDING DEPARTMENT: 705.295.6852

Paul Monks

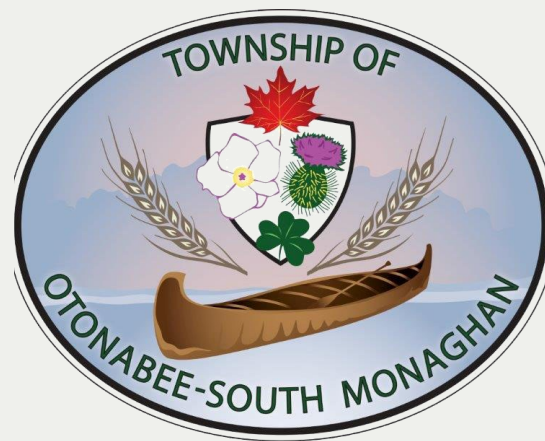
Chief Building Official
Ext. 231
cbo@osmtownship.ca

Steve Wigboldus

Building Inspector
Ext. 212
buildinginspector@osmtownship.ca

Christine Zurosky

Building & Planning Assistant
Ext. 233
Building.planningassistant@osmtownship.ca



FIRE DEPARTMENT

Non-Emergency Line : 705-295-6880

cwood@osmtownship.ca

THE TOWNSHIP MUNICIPAL OFFICE LOCATED AT:

20 Third Street . Keene . Ontario . K0L 2G0

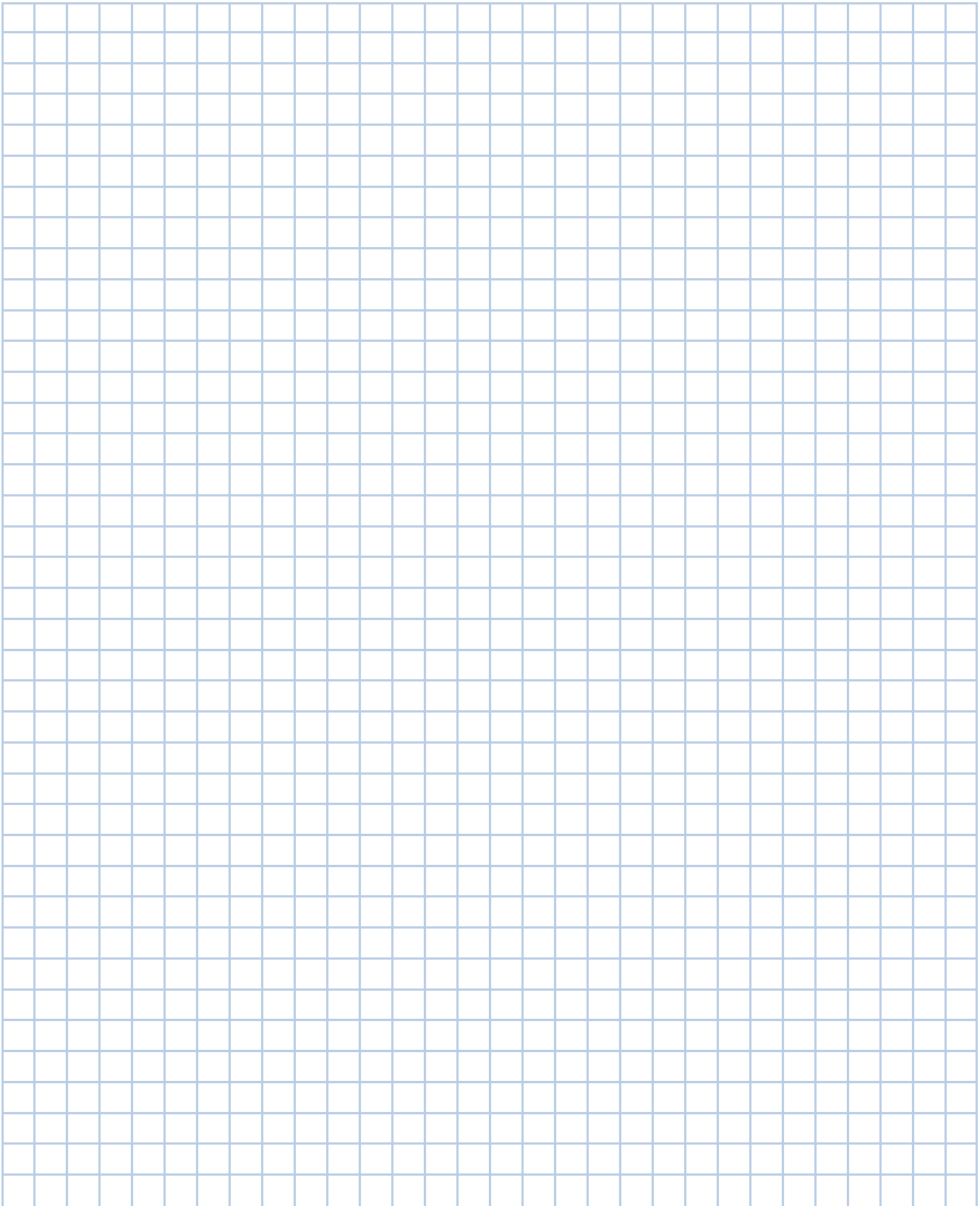
FIRE DEPARTMENT ADMINISTRATION OFFICE

21 Third Street . Keene . ON . K0L 2G0

OUR OFFICE HOURS ARE:

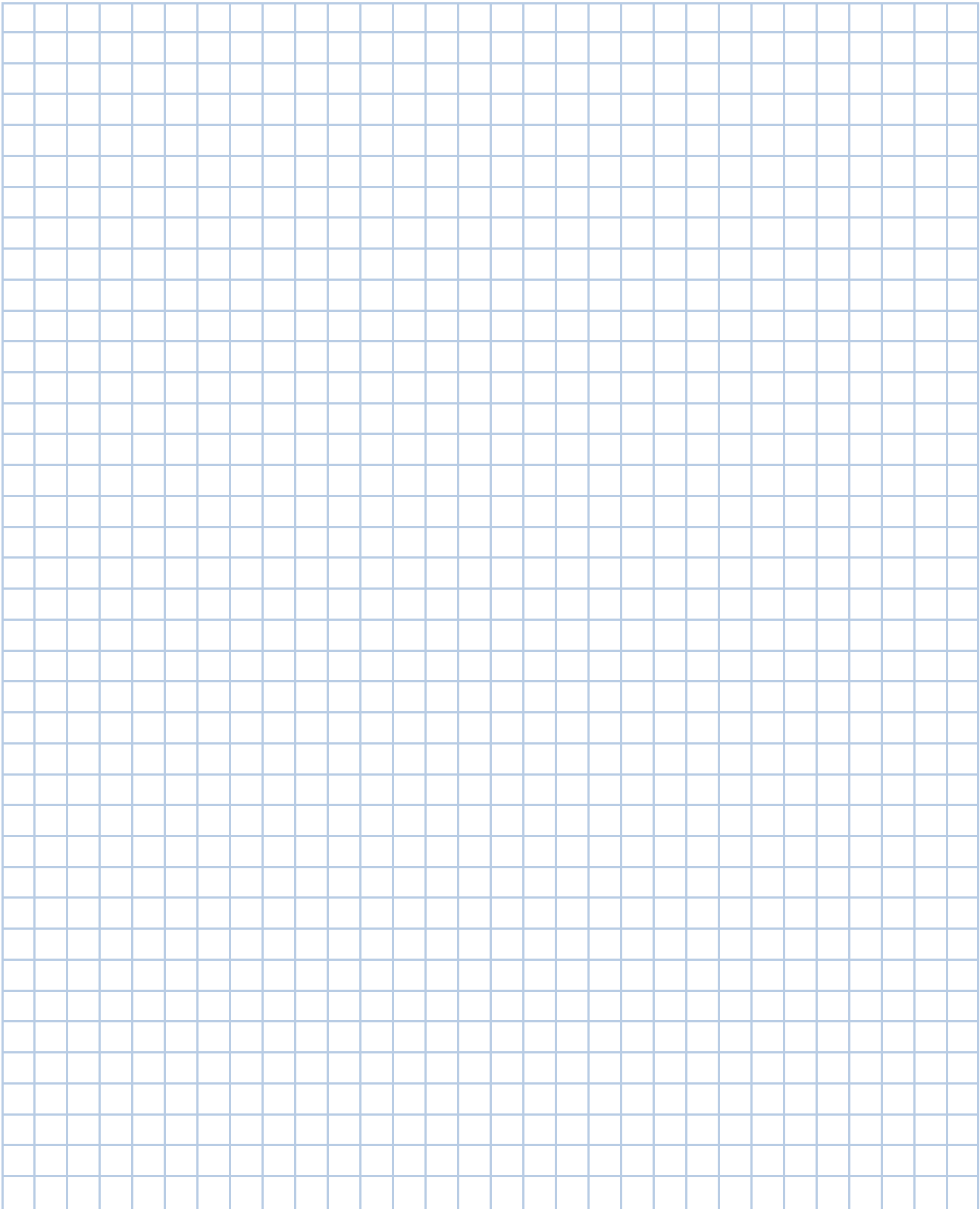
Monday to Friday - 8:30 -4:30

Draw Your Own Floor Plan Here and Upload to CloudPermit.



~ 1/4" SCALE

Draw Your Own Site Plan Here for Upload to CloudPermit.



~ 1/4" SCALE

Thanks!



Do You Have Questions?

If you have any questions regarding the information contained in this document, please contact the Township of Otonabee South-Monaghan Building Department for assistance

See Page 10 for contact information.

TENTS

