

A Guide to Tent Permits in the Town of Essex



Do I need to apply for a Building Permit for my tent(s) or air-supported structure(s)?

Tents or air-supported structures only require a Building Permit when the area of the structure exceeds 645 square feet (60 m²) or when the area of two or more tents exceeds 645 square feet (60 m²). Two or more tents are considered a group of tents if all the tents are not more than 9'10" apart (3 m). A tent or a group of tents do not require a permit if they are:

- Less than 645 square feet (60 m²) in total (aggregate) ground area;
- Not attached to a building; and
- Constructed more than 9'10" (3m) from all other structures.

Why is a Building Permit important?

Building Permits are necessary to ensure that fire, construction and structural safety standards are met. Permits also confirm that the project follows Town Zoning By-Laws. It is the owner's responsibility to ensure that a Building Permit is obtained prior to construction.

What will I need to submit when applying for a permit?

Please see the Tent Permit Requirement Checklist on page three of this document for further assistance on the requirements for a Permit application.

1. A completed permit application form including the property address, owner, applicant and designer information.
2. Site Plan identifying where the tent(s) will be located with dimensions to property lines. Information on all fences and other structures that may be present on the site, available parking spaces and location of any easements.
3. Manufacturer's Drawings which should be readily available to you in the package containing the tent. Please note that any tent that is 2420 square feet (225 meters) or larger must be designed by a professional engineer that is licensed and in good standing in Ontario, and as such the drawings should bear the engineer's stamp and signature.
4. Manufacturer's Specifications including all fabric materials used for the tent must bear a label or other written proof must be submitted to prove the material is certified to CAN/ULC S-109 or NFPA 701. (Fire Rating)
5. Two (2) copies of each of the drawings must be to scale. Plans must be fully dimensioned in either metric or imperial units, but not a combination of both.

6. Building Permit fees are required to be paid in full at the time of application. The building permit application is available [online](#). Building Permit fees can be paid by cash, debit, Visa, MasterCard or cheque payable to the Town of Essex. If after reading this document you are unsure if a permit will be required, please review the details of the work with our Building Inspector prior to construction.

Note: Although a Building Permit may not be required, you must still comply with the requirements of the applicable municipal Zoning By-Law.



Tent Permit Checklist

1. No permit is required for a tent or group of tents provided:

- Aggregate ground area is less than 645 ft² (60m²);
- Detached from all buildings; and
- Constructed more than 9'10" (3m) from other structures (Division C-1.3.1.1.(5)).

Required Information:

- Obtain zoning approval.

2. The following is required for a permit for a tent or group of tents where:

- Ground area is between 645 ft² (60m²) and 2420 ft² (225 m²);
- Aggregate ground area is between 645 ft² (60m²) and 2420 ft² (225m²) and structures are less than 9'10" (3m) apart;
- Do not contain bleachers; and
- Are not enclosed with sidewalls.

Required information:

- [Application for a Permit to Construct or Demolish](#)
- Schedule 1 to be completed. The designer is exempt from qualification requirements.
- 2 copies of Site Plan
- 2 copies of tent drawings
- Certificate of flame resistance conforming to *CAN/ ULC S-109-M or NFPA 701*
- Refer to the following OBC articles: 3.14.1.4., 3.14.1.5., 3.14.1.6. and 3.14.1.9.

3. The following is required for a permit for a tent or group of tents where:

- Total ground/aggregate area is greater than 2420 ft² (225m²); or
- Contain bleachers or sidewalls.

Required information:

- [Application for a Permit to Construct or Demolish](#)
- (Schedule 1 to be completed. The designer(s) must be qualified with the Ministry of Municipal Affairs and Housing for Building Structural and Small Buildings.
- 2 copies of Site Plan
- 2 copies of tent drawings including designer information on all documents respecting design activities as per C-3.2.4.7. (1)(f) and C-3.2.5.(1)(c).
- 2 copies of P. Eng. supporting structure and anchorage details including designer information described in (iv) above *Division C-1.2.1.1.(10)*
- Certificate of flame resistance conforming to *CAN/ ULC S-109-M or NFPA 701*
- Part 3 Commitment Form for Professional Engineer (P. Eng.)
- Refer to the following OBC articles: 3.14.1.3. to 3.14.1.10.

How do I apply for a Building Permit?

A property owner or an agent acting on behalf of the owner, such as the contractor or event organizer, may apply for a building permit. Forms for Building Permits, along with fee schedules, are available at the Building Department office and may also be downloaded from our [website](#). In most cases, you will have to provide detailed construction drawings with sufficient information for us to establish if your project complies with the applicable laws.

How do I submit my application?

Your completed application form, construction plans and payment should be brought to the Essex Building Department counter located at 2610 County Road 12, Essex, Ontario. The application will be reviewed by a Building Official to ensure that all required components are present. The length of time until your permit is issued depends on the complexity of the project and the volume of other submitted applications currently ahead of yours in queue.



What other information should I be aware of?

- Please contact the Essex Building Department in the planning stages of your project to determine the requirements for a Building Permit application, including the current fee schedule and any Zoning By-Law restrictions.
- Building Officials are available between 8:30 a.m. and 4:00 p.m. Monday through Friday via phone or through email.
- No cooking is permitted under any tent or canvas-covered structure.
- During the review process you may be contacted by a Building Official via phone or mail if there are any outstanding requirements. All outstanding information must be submitted prior to issuance of the permit.
- Please read the permit documents thoroughly before commencing construction. All construction must be in accordance with the approved plans and documents issued with your permit.
- It is your responsibility as the owner to ensure that either you or your contractor contacts the Essex Building Department to request an inspection at least 24 hours prior to occupancy of the tent(s). For inspections, call 519-776-6476 between the hours of 8:30 a.m. and 4:00 p.m., Monday to Friday.