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A Natural Attraction

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Planning & Development Services

Building Permit Information for Temporary Tents

A building permit is your legal authority to build. You must not start construction until the permit has been issued. Work begun without a permit can lead to the work requiring to be uncovered/exposed, costly delays, increased permit fees or legal action.

When is a building permit required for a tent?

- If the area of the tent is greater than 60 meters squared (645 feet square);
- If the aggregate area of all tents on the property is greater than 60 meters squared (645 feet square);
- If the tent is attached to a building; or
- If the tent is to be erected less than 3 meters (9 feet 10 inches) from other structures

Documentation Required:

- Completed permit application must be submitted
- Quinte West Fire Department Fire Safety Plan for tents form must be completed and submitted
- Commitment to General Review if the tent is greater than 225 meters squared (2,421 feet square)
- Approval from Lower Trent Conservation Authority or Quinte Conservation Authority (if the property is in a regulated area) must be obtained prior to the Building Permit being issued

Plans Required:

- Two copies of the most recent survey or site plan for the property showing dimensions of all existing buildings and structures, and their setbacks. The proposed tent is to be plotted on the site plan and setback dimensions to all property lines, buildings and other tents must be shown
- Two copies of tent drawings and anchorage details

Important Note:

- Tents greater than 225 meters squared (2,421 feet square) must have the tent framing and anchorage system designed and the installation inspected, by a professional engineer
- All tent fabric must comply with CAN/ULC-S109 or NFPA 701 flammability standards.

Fee:

The Building Permit fee is due at the time of permit application. The Building Division staff will advise you of the amount when you apply for the permit.

Time to permit issuance:

Building Services will review completed plans and documentation to help ensure that minimum building standards are met. It is our goal to process and issue the building permit within 5 business days. Please note that missing or incomplete information can delay the time it takes to process and issue the Building Permit.

Inspections:

Two business days' notice must be given for required inspections. The tent must be inspected and approved by Building Services prior to using the tent for any occupancy. Have one set of the plans and specifications that were returned to you with the Building Permit on site and available for the Building Inspector.

Call before you dig:

Ontario One Call: 1-800-400-2255