

**CORPORATION OF THE TOWN OF COBOURG
TEMPORARY TENT PERMIT
APPLICATION PACKAGE**



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INFORMATION AND APPROVAL

Many community festivals and events have tents that may require a tent permit. This package provides event organizers wishing to have tent structures on their site with the information necessary to understand the regulations and the approval process that will apply for a Temporary Tent Permit to be issued.

Information regulated by the Ontario Building Code (OBC), The Ontario Fire Code (OFC), The Ontario Electrical Safety Code and the Technical Standards and Safety Authority also contain regulations and this information is included in this package.

Please submit the attached forms and supporting documents with your **Municipal Event Application** in order to be reviewed. Once your application has been reviewed and deemed acceptable a permit is issued and you will be notified that the permit is ready to be picked-up.

You are required to have the tent structure inspected by the Building and Fire Departments prior to using the tent for any occupancy

The OBC contains the following requirements for a tent permit:

- A tent or group of tents less than 60m² (645ft²) in aggregate ground area, not attached to a building and 3M (10ft) from other structures do not require a Temporary Tent Permit**
- A tent or group of tents greater than 50m² (645ft²) and up to 225m² (2420ft²) in aggregate ground will require a Temporary Tent Permit**
- A tent or group of tents greater than 225m² (2420ft²) or a tent with enclosed sides require the information listed in the Temporary Tent Permit package application and a Qualified and Registered Designer* and Professional Engineer.****

When determining occupant load use the following calculations (OBC 3.1.717.10):

Non-fixed seats	0.75M ² (8 sq ft)/person
Dining & Alcohol	1.1m ² (12 sq ft)/person
Exhibition Areas	2.8m ² (84 sq ft)/person

Examples of interior drawings and site plans are provided in this package. Please note hand drawn maps will be accepted as long as they are to scale. GIS map can be provided for site plans.

For information and questions relating to your Temporary Tent application please contact the Building Department at (905)372-1005

FIRE DEPARTMENT TENT REQUIREMENTS

In accordance with the Ontario Fire Code, the following requirements must be satisfied for tents exceeding 30 m² (322 sq ft) in area:

1. All tents shall be in conformance with the Ontario Building Code.
NOTE: Inquiries regarding applicable permits shall be made directly to the Building Department at 905-372-1005.
2. Flame proofing treatment of the tent material shall be renewed as often as necessary to ensure it will pass the match flame test in NFPA 705 *“Recommended Practice for a Field Flame Test for Textiles and Films”*.
3. Tents, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, “Flame Tests of Flame-Resistant Fabrics and Films”, or NFPA 701 “Fire Tests for Flame-Resistant Textiles and Films”.
4. Hay, straw, shavings and similar combustible materials other than those necessary for the daily feeding and care of animals, shall not be permitted within any tent used for assembly occupancy.
5. If a tent does not have a fire alarm system that conforms to the Building Code or an approved fire alarm system, a responsible person shall be employed for fire watch duty as specified in the fire safety plan.
6. A portable fire extinguisher with a minimum 2A, 10B, C rating shall be provided near each exit from the tent.
7. “EXIT” signs shall be displayed at each exit from the tent.
8. All waste receptacles shall be of non-combustible construction.
9. Access shall be provided to and around all tents for firefighting and other emergency purposes.
10. Cooking within tents or under canopies that are greater than 120 sq. ft. in area (eg. 10' x 12') is prohibited.

GENERAL SAFETY REQUIREMENTS:

1. “NO SMOKING” signs shall be displayed throughout the tent area and at the main entrance.
2. Security staff responsible for the tent shall use a whistle or similar signaling device to alert occupants in the event of an emergency requiring evacuation.

3. A cellular phone must be made available at all times for the purpose of calling 9-1-1 in the event of an emergency.
4. A valid Certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided if electricity is being used. (ESA is the authority having jurisdiction over all electrical installations, including portable generators.)
5. **NOTE: Inquiries regarding applicable permits shall be made directly to ESA at 1.877.372.233.**
6. Electrical extension cords shall only be used on a temporary basis and in a manner to prevent fire/trip/strangulation hazards.
7. The exhaust from all portable generators shall be discharged in a safe direction and away from the tent area.
8. A valid Inspection Certificate (Director's Order #FS-056-06) issued by the Technical Standards and Safety Authority (TSSA) shall be provided if propane or natural gas is being used. (TSSA is the authority having jurisdiction over propane/natural gas equipment.)
9. **NOTE: Inquiries regarding such equipment installations shall be made directly to TSSA at 1.705.761.1802.**

For further information and assistance in achieving acceptable compliance, please contact the Fire Department at 905.372.9789.

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REQUIREMENTS AND CHECKLIST

Event: _____

Size of Tent(s): _____ Proposed Tent Install date: _____

Location of Tent: _____

The following is included:

- Application for a Permit to Construct or Demolish (*complete highlighted areas*)
- Certificate of Flame Resistance
- Site Plan
 - That accurately identifies the proposed location for all the tent structures relative to the property lines (must maintain 3m distance)
 - Location of the washrooms
 - Location of cooking equipment
 - Location of other structures, fencing
 - Entrances and exits (OBC 3.4.2.1)
 - Emergency exits
 - Propane Storage etc.
 - accurate measurements
- Floor Plan (interior layout)
 - identify entrance and exit locations and sizes;
 - identify aisles & seats; and
 - Indicate occupant load for tent.
 - Indicate accurate measurements
- Engineer Drawings of Anchorage System**
- Schematic Engineer Drawings of Tent**
- Commitment to General Review Form**
- Schedule 1 Designer Information *

Additional Information required:

Adequate Washrooms or Chemical toilets provided*

#/persons	100	140	180	220	280	360	440	520
#washrooms	4	6	8	10	12	14	16	18

**20% barrier free*

Alcoholic Beverage being served YES ___ NO ___

Cooking Equipment Being used YES ___ NO ___ Distance from Tent _____

Fire Extinguishers provided? Please mark locations on interior drawing.

Access for Firefighting provided? (OBC 3.14.1.9) YES ___ NO ___