

When Do I Need a Building Permit for a Tent?

Every tent or a group of tents requires a building permit, except the following:

The Ontario Building Code provides that a tent or group of tents is exempt from the requirement to obtain a permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are,

- a. not more than 60 m² in aggregate ground area
- b. not attached to a building, and
- c. constructed more than 3 m from other structures.

The City of Mississauga's Zoning By-law 0225-2007 limits the number of days that a tent may be located on a property. A tent is permitted to be located on a property for a maximum of 14 consecutive days and may be erected for a maximum of 28 days in one calendar year.

Additional Approvals

Regardless of whether or not a building permit is needed for a tent, the following additional approvals are required, where applicable:

- Tents erected on City property require approval from the Mississauga Recreation and Parks Division,
- If alcohol is to be served, L.L.B.O. approval is required and a separate inspection fee is applicable. Please contact 311 or 905-615-4311 if calling from outside Mississauga for further information.
- If your event will involve the amplification of noise, music, etc., it is your responsibility to ensure that your event complies with City of Mississauga Noise Control By-Law 360-79. For further information contact the By-law Enforcement Office at 905-896-5655.

Fire Safety Requirements

- A Fire Safety Plan must be posted at all entrances into the tent. For information please call: 905-615-3777

Building Permit Application Requirements

- Completed Building Permit application form
- Building Permit Fee, in accordance with the Building By-law, subject to change, and is payable upon application submission.

Every tent application shall include five (5) copies of the following:

1. A fully dimensioned floor plan layout showing:
 - the proposed tent(s) location relative to property lines and all existing structures,
 - the location of washroom facilities and demonstrate compliance with the O.B.C., and
 - the location of cooking equipment, if applicable.
 - identify the use of all floor areas within the tent,
 - indicate location and size of exits on the perimeter of tent, and
 - indicate if the tent is enclosed with any sidewalls.

Note: The headroom clearance for doorways is a minimum of 2.3m (6ft 8in).

2. A letter detailing:
 - proposed event and specifying the number of tents to be erected with the maximum number of persons occupying each tent at one time,
 - whether alcoholic beverages are served (separate L.L.B.O approval is required),
 - if there is food preparation and if cooking equipment is required, and
 - identify the number of days that the tent will be erected on site on the application form.
3. Tent manufacturer's design and specifications for the supporting framing structure and anchorage system for a tent occupying an area greater than 225 m² shall be designed and reviewed by a Professional Engineer.
4. Include documentation demonstrating that the fabric (material) complies with CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films" or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films."

When Do I Need a Professional Engineer to Provide a Field Review?

- . During the building permit review process the final determination as to whether a Field Review is required will be made. Generally a field review is not required for tents that:
 - a. do not exceed 225 m² in ground area
 - b. do not exceed 225 m² in aggregate ground area and are closer than 3 m apart
 - c. do not contain bleachers, and
 - d. are not enclosed with sidewalls
- For full details, please [click here](#) for excerpts from Ontario's 2012 Building Code.
- [Field Review Form](#)

Examples of When a Building Permit is Required for a Tent:

- A)** ABC Tent Rental wishes to install three 10 ft x 10 ft tents for a baseball tournament that is to take place in a park. There will be no other tents installed on that day and the tents are at least 10 ft (3.0 m) away from any other structure.

The area of all three tents is 300 ft² (27.87 m²) therefore, a building permit is not required for installing these tents. However, as the tents are being erected in a City park, Recreation and Park approval is required in addition to Fire approval.

- B)** The following week there is another tournament and the organizers of the event would like to erect a total of 4 tents. ABC Tent Rental will again supply three 10 x 10 tents and XYZ Tent Rental will be supplying one 20 ft x 20 ft tent.

As the area of all four tents is 700 ft² (65.03 m²) therefore, a building permit is required for installing these tents, in addition to the Recreation and Parks and Fire approvals.

Examples of Design and Field Review for a Tent:

- A)** ABC Tent Rental proposes to install a 30 ft x 30 ft tent without any sidewalls. A Professional Engineer will not be required to perform a field review, unless Code compliance is not satisfactorily provided.
- B)** ABC Tent Rental proposes to install a 40 ft x 80 ft tent (with or without sidewalls). A Professional Engineer will be required to perform a field review.
- C)** ABC Tent Rental proposes to install a 30 ft x 30 ft tent less than 3 m (9 ft 10 in) away from another 40 ft x 80 ft proposed tent. A Professional Engineer will be required to perform a field review.
- D)** ABC Tent Rental proposes to install a 30 ft x 30 ft tent without any sidewalls. Bleachers will be located inside the tent. A Professional Engineer will be required to perform a field review.