

TEMPORARY TENT APPLICATION CHECKLIST

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

It is the applicant's responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.

Tents are exempt from the requirement to obtain a permit when the tent is:

1. Not more than 60m² in aggregate area, and
2. Constructed more than 3m from buildings and other structures

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish Form	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Schedule 1 Form Include one form for each designer	A copy of the Schedule 1 form can be found on our website. Schedule 1 Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	
Site Plan	Drawn to scale including north arrow, address, setbacks to all sides of the tent(s), and location of septic system (if applicable)	
Structural Details	Including: - Plans - Connection details - Elevations - Occupant Load - Certification to CAN/ULC S109 or NFPA 701	
Commitment to General Review of a Professional Engineer	If area is greater than 225m ²	