



Municipality of
Dutton Dunwich

Tent Permit Application Submission Guide

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.

All applications may be applied for on the **Cloudpermit** portal for online permit applications. This portal will save you from driving to the office to drop off the applications and printing all of the documents. Please see link to Cloudpermit below.

<https://ca.cloudpermit.com/login>

Please call or email if you need any assistance in setting up your Cloudpermit account at building@duttondunwich.on.ca

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 Municipal Zoning By-Laws. It is the owner's responsibility to ensure that a Building Permit is obtained prior to construction.

Required Application Forms

- Building Permit Application including the property address, applicant and designer information.(form completed in **Cloudpermit**)
- 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 site.
- 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.



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- 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)
- Plans must be fully dimensioned in either metric or imperial units, but not a combination of both. All drawing files are to be uploaded in **Cloudpermit**

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

Fees and Charges

See Fees & Charges By-law 2022-26

Other Approvals

Approvals from other Agencies are required in many instances. These approvals are not administered by the Chief Building Official. Please ensure all other required approvals are complete such as Ontario Lottery & Gaming for a Liquor License, Fire Department approval or Public Works approval for road closures etc.

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 (completed online in **Cloudpermit**)
- Schedule 1 to be completed. The designer is exempt from qualification requirements.
- Site Plan
- Tent drawings



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- 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 (Completed online in [Cloudpermit](#))
- 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.
- Site Plan
- 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).
- 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 online through [Cloudpermit](#). 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. The application will be reviewed by the Chief 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 Chief Building Official 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.



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- The Chief Building Official is available between 8:30 a.m. and 4:30 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 the Chief 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 Chief Building Official to request an inspection at least 24 hours prior to occupancy of the tent(s). For inspections, call 519-762-2204 between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.

Chief Building Official

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