

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 (see [2.1.9.7](#) of Mississauga Zoning By-law)

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
- 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

Tent applications must be made online using [ePlans](#). The following information will need to be uploaded:

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 of use. A fillable letter of use is available on the following pages or at <http://www7.mississauga.ca/Departments/PB/BuildingForms/temptentletterofuse.pdf>
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."

A \$20* administrative fee is collected at the time of online submission. The remainder of the building [permit fee](#), \$202*/tent (2019) will be due prior to department review.

*Fees are subject to change.

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 review the 2012 OBC excerpts on the following pages or [click here](#)
- [Commitment to General 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.

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

DATE: _____



Building Division, Planning & Building City
of Mississauga
300 City Centre Dr.
Mississauga, on

Re: Temporary Tent Letter of Use

Project Address:	
Number of tents and corresponding size of each tent being installed: Example: (1) 10x20 tent (2) 20x40 tents	
Installation date:	
Removal date:	
This tent is being erected for (business name):	
Description of event being held:	
How is the event related to the principal use of the property?	
Where will the washrooms be located?	
Will there be any commercial cooking facilities? (Y / N)	
Are the tents enclosed with side walls? (Y / N)	
What is the maximum occupant load?	
Tent Rental Company name and contact information	

SIGNATURE

PRINT NAME

Excerpt from Ontario's 2012 Building Code

Section 3.14. Tents and Air-Supported Structures

3.14.1. Tents

3.14.1.1. Application

- (1) Except as provided in this Subsection, tents are exempted from complying with the requirements of this Division.

3.14.1.2. General

- (1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.
- (2) Articles 3.14.1.3., 3.14.1.7. and 3.14.1.8. do not apply to 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.

3.14.1.3. Means of Egress

- (1) Except as provided in Sentences (2) and (3), tents shall conform to Sections 3.3. and 3.4.
- (2) A tent need not conform to Article 3.4.6.12. except where swing type doors are provided.
- (3) Where the area between adjacent tents or a tent and the property line is used as a *means of egress*, the minimum width between stake lines shall be the width necessary for *means of egress*, but not less than 3 m.

3.14.1.4. Clearance to Other Structures

- (1) Tents shall not be erected closer than 3 m to the property line.
- (2) Except as provided in Sentences (3), (4) and (5), tents shall not be erected closer than 3 m to other tents or structures on the same property.
- (3) A *walkway* between a *building* and a tent occupied by the public is permitted provided,
 - (a) the tent is not closer than 3 m from the *building*, and
 - (b) the *walkway* conforms to Article 3.2.3.19.
- (4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create a hazard to the public.
- (5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

3.14.1.5. Clearances to Flammable Material

- (1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or combustible material or vegetation that will carry fire.

3.14.1.6. Flame Resistance

- (1) Every tent, 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 Propagation of Textiles and Films".

3.14.1.7. Bleachers

- (1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8., 3.3.2.10. and Subsection 4.1.5.

3.14.1.8. Sanitary Facilities

- (1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
- (2) Article 3.7.4.17. applies to sanitary facilities in Sentence (1).
- (3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in lieu of toilet fixtures.

3.14.1.9. Provision for Firefighting

- (1) Access shall be provided to all tents for the purpose of firefighting.

3.14.1.10. Electrical Systems

- (1) The electrical system and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public.
- (2) Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic.