

TENTS

TEMPORARY STRUCTURES

Temporary Permit Package

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca



Do I need a tent permit?

When erecting a tent, certain approvals may be required, depending on the size of your tent. Use the following chart as a guide for required approvals.

Size of Tent	Fire Department Fire Safety Plan approval	Building Permit required	Professional Engineer Stamp required	Clause
>30 m ² (323 sq. ft)	yes	no	no	Fire codes
>60 m ² (645 sq. ft)	yes	yes	no	OBC Div C 1.3.1.1(5)
>225 m ² (2420 sq. ft)	yes	yes	yes	OBC Div C 1.2.2.1(7)

Setbacks.

Tents shall not be erected closer than 3m to a property line or any other structure.
[OBC 3.14.1.4 and OBC Div C 1.3.1.1(5)(c)]

No tent shall be placed over top of any portion of a septic system.

Fire Safety Plan.

If your tent requires a fire safety plan, you will need to complete the attached form

NOTE: A tent requires a fire safety plan when it is used for assembly purposes for more than 30 people (example; bingo tents, weddings tents).

Contact Norfolk.fire@norfolkcounty.ca for further information.

Step 1: Preparing your application.

Completed Forms.

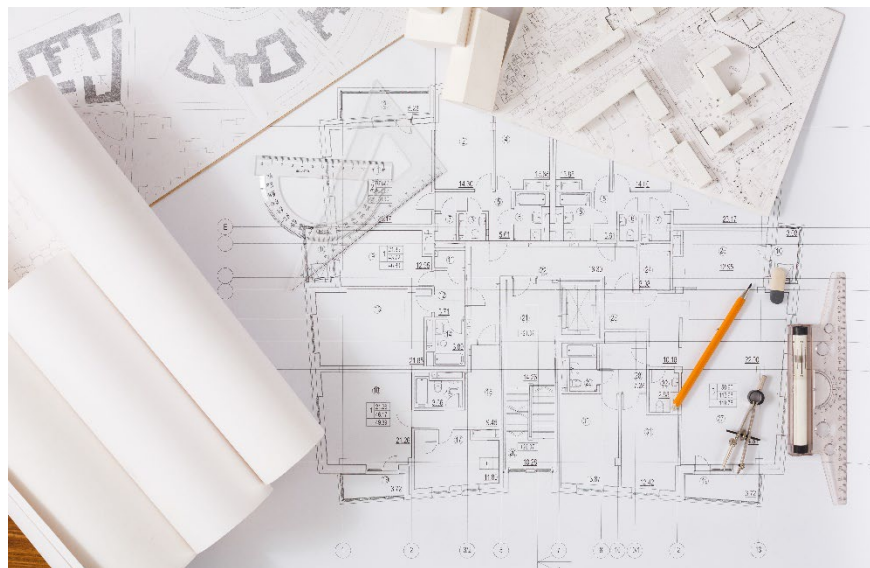
- Building Permit Application Form.
- Commitment to General Review if:
 - Tent exceeds 225 m² in area.
- Applicant authorization Form, if application is not completed by the property owner.
- Approved Fire Safety Plan from the Fire Department.

Required Documents.

- Plot Plan:
 - Property lines and lot dimension,
 - location of the tent on the lot,
 - neighbouring buildings, and
 - existing septic systems on the lot,
 - any proposed fencing of the area, and
 - the number and location of portable toilets.
- A copy of the certificate verifying that the tent material has the required flame resistance.
- A detailed drawing showing the floor plan layout of the tent indicating:
 - table locations,
 - bar locations,
 - fire extinguisher locations, and
 - locations of all exits.
- If the tent exceeds 225 m², a structural drawing of the tent bearing the stamp of a Professional Engineer is required.

Fees.

- Temporary Permit fee.



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STEP 2: Applying.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit
Status and Fees](#)

In Person: Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 3: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 4: Inspections.

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016.

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TENTS

All tents that function as an occupancy that require an approved Fire Safety Plan under the Ontario Fire Code will require a Fire Safety Plan to be submitted at least thirty (30) days prior to the event.

Note – A copy of the approved Tent Fire Safety Plan must be posted visibly near the entrance.

Property Owners Information.

Event Location / Address: _____

Owner of Property: _____

Owners Address: _____

City _____

Postal Code _____

Telephone: _____

Email Address: _____

Letter of Permission.

Required if location is on private property belonging to someone other than the organizer:

Yes No

Tent Company Information.

Tent Company Name: _____

Tent Company Address: _____

City _____

Postal Code _____

Telephone: _____

Email Address: _____

Tent Size: _____

Installation Date: _____

Removal Date: _____



FIRE SAFETY PLAN FORM TENTS

Event Organizers information.

Event Organizer/Vendor Name: _____

Organizers Address: _____

City _____

Postal Code _____

Telephone: _____

Email Address: _____

Fire Safety Overview.

Occupant Load: _____ Posted: Yes No

Fire Alarm: System or Fire Watch

Name of Tent Fire Warden: _____

Fire Alarm Sounding Device: _____

Portable Extinguishers: Yes No Number: _____, Type: _____

Exit # 1 – Width: _____ Exit # 2 – Width: _____

Flame Resistance Label: Yes No Exit Signs Posted: Yes No

Fuel-fired Appliances: Yes No T.S.S.A. Inspection: Yes No

Tent Site Plan: Yes No 2 Copies – 1 Copy for Fire Department

Responsibilities:

- Keep means of exit clear,
- Enforce no-smoking policy,
- Hourly fire inspection tours and log,
- Proper use of combustibles,
- Direct responding fire personnel to the location of the emergency,
- Sound alarm, call 911 and extinguish fire if safe to do so,
- Attach a sketch of Tent Fire Safety Site Plan if required.

Collection of Personal Information:

Personal information submitted in this form is collected under the authority with the [Municipal Freedom of Information and Privacy Act](#), or for the purpose stated on the specific form being submitted. The information will be used by the Building and Fire Department administration for its intended submitted purpose.

Questions about the collection of personal information through this form may be directed to: Norfolk County's Chief Building Official, 185 Robinson Street, Simcoe, ON N3Y 5L6, 519-426-5870 ext. 2218, Information and Privacy Coordinator, 50 Colborne Street South, Simcoe ON N3Y 4H3, 519-426-5870 ext. 1261, or The contact names of the form being submitted.