



TENT PRE-PERMIT CLEARANCE

This form must be **completed in full** and the documentation listed below submitted prior to the issuance of a tent permit.

Address of tent installation: _____

Proposed use (event name/type): _____

Installation date: _____ Removal date: _____

Tent Information	Tent Size (__ft. x __ft.)	Sides on Tent (yes or no)	Use of Tent (retail, dining, food service)	Occupant Load (no. of people)
Tent #1				
Tent #2				
Tent #3				
Tent #4				
Tent #5				
Tent #6				

INFORMATION REQUIRED WITH APPLICATION (required for application review)

- A site plan showing the proposed location of all tents (numbered accordingly). The plan must also indicate the distances from each tent to other buildings, to other tents and to property lines. If washroom facilities are required the number and location must be shown on the site plan.
- A floor plan of **each tent** showing the location of any tent sides to be closed, tables, chairs, aisles, exits, tent posts, cooking facilities etc.
- Verification of flame resistance of the tent material. The material must conform to CAN/ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films" or NFPA 701 "Fire Tests for Flame Propagation of Textiles and Films".

Notes:

Tents occupying an area greater than 225m² (2,422 s.f.) also require the following:

- **Framing structure and anchorage system drawings prepared by a professional engineer licensed in the Province of Ontario**
- **A "Commitment to Review" form must be provided by the professional engineer responsible for the review of the supporting framing structure and anchorage system**
- **Any other plans submitted must be prepared by a Designer, registered with the Ministry of Municipal Affairs and Housing. Designers must provide a completed "Schedule 1 – Designer Information" form**

Tents occupying an area less than 225m² (2,422 s.f.) and enclosed with sidewalls also require the following:

- **All plans submitted must be prepared by a Designer, registered with the Ministry of Municipal Affairs and Housing, and must be accompanied by a "Schedule 1 – Designer Information" form**

Applicant must have this form signed by the agencies listed below prior to submitting for permit.

Agency	Signature	Title	Date
Brant County Health Unit 194 Terrace Hill St. (753-7377)	_____	_____	_____
Brantford Fire Dept. 60 Clarence St. (756-0540)	_____	_____	_____
Brantford Police Dept. 344 Elgin St. (756-7050)	_____	_____	_____



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the Building Department.



TENT INFORMATION

In accordance with the Ontario Building Code, (O. Reg. 403/97 as amended), tents or a group of tents (tents situated within 3m of each other) installed within the City of Brantford will need a permit regardless of the length of time the tent or group of tents will be installed, when the tent or group of tents:

- **exceeds 60 square metres in area, or**
- **are attached to a building, or**
- **are constructed less than 3 metres from other structures**

Application for a permit may be made at the Building Department located on the second floor of City Hall at 100 Wellington Square. If you have any questions or would like to discuss the information contained in this form, please contact this department at (519) 759-4150.

Note that even if a permit is not required the provisions of the City's Zoning Bylaw still apply. You should therefore contact the Building Department to insure your proposed location will comply with the Zoning Bylaw.

PROCESSING:

Your application must be reviewed by the Fire Department, Police Department and the Brant County Health Unit to insure that their requirements will also be complied with, prior to the Building Department approving your application. It will be necessary for you to contact each department directly for their review and approval.

The review by each department consists of the following:

Building Department

Review for compliance with the City's Zoning Bylaw and the provisions of the Ontario Building Code relating to intended use (occupancy), separation from other buildings and tents, exits, support structure, flame retardant characteristics of tent material, and ventilation of cooking equipment.

Fire Department

Review for compliance with the provisions of the Ontario Fire Code relating to fire access routes, assess cooking facilities (type of appliance, supervision, extinguisher), location of fire extinguishers, occupant load (use, seating, fire alarm, exit signs and fire emergency procedures posted), and insure wiring is completed to Ontario Hydro Standards.

Brant County Health Unit

The Health Protection Branch of this Unit will review food preparation areas, seating and washroom facilities.

Police Department

The Police Department is concerned about tents where beer, liquor or wine may be consumed or sold. In addition they are concerned where the tent may create an obstruction to traffic.

To get the process underway please complete:

- 1. Application for a Permit to Construct or Demolish**
- 2. The back part of this form entitled TENT PRE-PERMIT CLEARANCE**
- 3. Submit the information required as listed on the TENT PRE-PERMIT CLEARANCE form**