



## Tent Permits

### Building Permit Application Checklist:

This document summarizes the minimum required information to be submitted in accordance with the Building Code Act and the City of Burlington's Building Permit By-Law for a complete building permit application. **Incomplete applications will not be accepted.** However, should it be determined that additional documents and/or approvals are required during the processing of this application, you will be notified.

Refer to the [Electronic Building Permit Application Submission and Resubmission Standards](#) for digital drawings and documentation submission requirements. Submissions that do not meet these criteria will be refused.

### Pre-Approval:

Zoning Clearance Certificate – Contact Community Planning and Zoning – [planning@burlington.ca](mailto:planning@burlington.ca).

### Permit Fees:

Refer to current Building Permit By-Law for [Fee Schedule](#) or contact a Building staff at [buildingpermits@burlington.ca](mailto:buildingpermits@burlington.ca)

### Completed Forms and Documents:

- Completed "Application for a Permit to Construct or Demolish" Provincial application form.
- Schedules completed to show all designer qualifications along with BCIN numbers.
- General Review Commitment form completed and signed by the Owner and Architect and/or Professional Engineer (not required for tents less than 225m<sup>2</sup>).
- Letter of Use detailing the proposed event, specifying the number of tents, and the maximum number of persons that will be occupying each tent at any time, the dates which the tent is to be erected and removed, if alcohol beverages are served (a separate A.G.C.O. application is required), and if there is food preparation or cooking equipment is proposed within 3m of the tent.

### Construction Documents

Maximum digital paper size is 36"x48" (914mmx1219mm): All drawings shall be to scale, dimensioned and provide sufficient information that describes the full extent of proposed work.

- Site/Key Plan: Identify the tent location(s) relative to property lines and all existing structures, location and quantity of sanitary facilities, ground cover (i.e., asphalt, grass, etc.) and location of fire access route.

- Floor Plans – with the following information:
  - Seating arrangement and aisle widths, if applicable.
  - Indicate the use of all floor areas within the tent(s)
  - Location of size of exits on the tent(s) perimeter.
  - Indicate if the tent(s) are enclosed with any sidewalls or guards.
- Structural Plans: Anchorage or assembly drawings and details of each platform, stage and tent sealed by a Professional Engineer.
- Fabric (Material) Flame Resistance Certificate: Documentation certifying flame resistance of fabric (material) in conformance with CAN/ULC-S109 or NFPA 701.

**Additional Documentation:**

- Private sewage system evaluation where applicable – A separate permit is required for sewage system alterations.

**Building Permit Issuance:**

Prior to issuance of a building permit, the applicant will be contacted upon completion of the plans review and advised of any outstanding fees, such as Parkland Dedication Charges, Development Charges, Community Benefits Charges, and/or any other applicable fees in the City of Burlington's Building Permit By-law.

Permits shall be released to the owner or applicant. The Building Department will release permits to other parties only where written authorization has been received from the property owner or the applicant.

Refer to [Applying for a Building Permit](#) on the City of Burlington website, for more information.

Building Department  
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