

**BUILDING PERMIT REQUIREMENTS
 STAGE & TENT PERMITS**

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Burlington's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Submission of the building application to the Building Department with the required documentation more than 2 weeks prior to the date the tents are to be installed. Tents less than 60m² as per Div. C, 1.3.1.1.(5) OBC do not require a building permit. Stages less than 10m² do not require a building permit.

Provided Not Applicable Outstanding	REQUIRED DOCUMENTATION: MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm) All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING
	Pre-Approvals/Documentation Approved Zoning Certificate including all approved drawings
	Application (One Copy) Completed Provincial Application for a Permit to Construct or Demolish Schedules completed to show all designer qualifications along with BCIN numbers (Plans to show designer information as per conditions set in Div.C, 3.2.4 and Div.C, 3.2.5 OBC) Commitment by Owner & General Review Commitment by Architect and Engineer where required Detailed Letter of Use detailing: Proposed event specifying the number of tents/stages and the maximum number of persons that will be occupying each tent/stage at any time. The date the tent/stage is to be erected and the date the tent/stage is to be removed. If alcoholic beverages are served (in such a case a separate A.G.C.O. application is required). If there is food preparation and if cooking equipment is proposed within 3m of the tent.
	Permit Fees Permit Fee as per the service index for the classification of the work proposed Refer to Building By-Law 66-2019 for Fee Schedule.
	Minimum Drawing Requirements (Two Complete Sets) All tents to comply with 3.14 and stages with Part 4 of the Ontario Building Code Site Plan including: Proposed tent(s)/stage(s) location relative to property lines and all existing structures and fencing Location and quantity of sanitary facilities Ground cover (i.e. asphalt, grass, etc.) Fire access route Floor Plan Layout showing the following: Seating arrangement and aisle widths, if applicable Identify the use of all floor areas within the tent(s)/stage(s) and location of any raised platforms Indicate location and size of exits on the perimeter of tent(s)/stage(s) Indicate if the tent(s)/stage(s) are enclosed with any sidewalls or guards Certificate of Flame Resistance of the fabric (Material): Documentation certifying conformance to CAN/ULC - S109 or NFPA 701
	Anchorage or Assembly drawings and Details To be designed and provided with general/field review by a Professional Engineer. Tents less than 225m ² do not require general/field review by a P. Eng. Mobile stages under certain conditions do not require general/field review by a P. Eng.
	Additional Documentation Other Applicable Law Private sewage system evaluation where applicable - separate permit required
	Other Requirements

Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

1. Outstanding balance of permit fees and/or development charges are due and payable at the time of permit issuance. The applicant will be contacted upon completion of the plans review and advised of any outstanding fees.
2. 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 owner of the property or the applicant.

Other Contacts

City of Burlington, Planning & Building Department - Planning/Zoning Division (905) 335-7642
 Alcohol and Gaming Commission of Ontario 1 (800) 522-2876