



TENTS, AWNINGS AND CANOPIES

Economic and Development Services

Authored by: Sebastian Scott, CBCO
Chief Building Official

www.brockville.com 613-342-8772



BROCKVILLE
CITY OF THE 1000 ISLANDS

A building permit may be required for temporary tents, awnings and canopies. The following outlines the requirements for tents, awnings and canopies to ensure that residents, business owners and event planners are informed of all municipal requirements to maintain public safety in accordance with statutory regulations.

Tents, awnings, and canopies require a building permit unless exempted below:

TENT EXEMPTIONS*

A tent or group of tents is exempt from a building permit if **all of the following** criteria are met:

- ☐ The tent or combination of tents is not more than 60m² in aggregate ground area,
- ☐ The tent is not attached to a building, and
- ☐ The tent shall be constructed more than 3 m from all other structures, including buildings on the same property.

AWNING OR CANOPY EXEMPTIONS*

An awning or canopy is exempt from a building permit if the following are met:

- ☐ The awning or canopy is attached to the building and does not project more than 300mm from the face of the building.

***REQUIREMENTS FOR EXEMPTED TENTS, AWNINGS OR CANOPIES**

If the tent, awning or canopy has been exempted from a building permit, businesses **must comply** with other regulations for public safety, specifically:

- All fabric, textile, or film, as applicable, is required to be certified to CAN/ULC-S109 Flame Tests of Flame-Resistant Fabrics and Films or NFPA 701 Fire Tests for Flame Propagation.
- Tents, awnings, and canopies that are intended to be equipped with a fuel fired appliance or heater, as applicable, shall comply with the clearance and ventilation requirements provided by the manufacturer and all applicable standards.
- At least two full sides of the outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers as per Provincial Legislation.

BUILDING PERMITS

Any tent, awning, and canopy that does not satisfy all requirements for an exemption is required to be erected under the benefit of a building permit.

Where a building permit is required, site specific pre-consultation with a Building Official is recommended and may be arranged by calling 613-342-8772 ext. 4425.

Location Requirements

Ontario Building Code requires tents constructed to be located at least 3 meters away from property lines and all other structures, including buildings on the same property.

Structural Requirements

The structure and all components, connections, and fabric, as applicable, are required to be designed by a Professional Engineer. The design must be able to resist all snow and wind load requirements for Brockville.

Fabric, Textile or Film Requirements

All fabric, textile, or film, as applicable, is required to be certified to CAN/ULC-S109 Flame Tests of Flame-Resistant Fabrics and Films or NFPA 701 Fire Tests for Flame Propagation. The certification of the fabric must form part of the design documents submitted for permit.

Mechanical Requirements

Tents, awnings, and canopies that are intended to be equipped with a fuel fired appliance or heater, as applicable, shall comply with the clearance and ventilation requirements provided by the manufacturer and all applicable standards.

Enclosure Requirements

At least two full sides of the outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers as per Provincial Legislation.

The Ontario Building Code

(http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_92b23_e.htm) outlines the minimum requirements for all building construction and can be viewed on the Ontario Ministry of Municipal Affairs and Housing website. (<http://www.mah.gov.on.ca/site4.aspx>)

Building Permit Application – Required documents

1. Completed building permit application "Permit to Construct or Demolish". Please note that if the application is for a temporary tent, the "description of work" line must include the dimensions on the tent, the words "temporary tent" and the duration of time for which the tent is to remain on site (ie. 40 ft x 40 ft Temporary Tent, August 6 to 12)
 - Schedule 1: Designer Information
 - Applicable Law Checklist
2. Two (2) copies of plans and specifications which provide the following information:
 - Copy of property survey showing
 - the location of all existing buildings on the property
 - the location and dimensions of the tent
 - the setbacks (distance) from property lines and existing buildings
 - the location of any 'designated' fire routes on the property
 - Manufacturer's specifications providing verification that the tent conforms to CAN/ULC S-109M "Standard for Flame Tests of
 - Flame Resistant Fabrics and Films" or NFPA 701 "Standard Method of Fire Tests for Flame-Resistant Textiles and Films".
 - Specifications stamped by a professional engineer shall be provided for the supporting framing structure and anchorage
 - system for all tents greater than 225m² in area (2422 ft²).
 - Occupant load – The maximum number of people permitted to occupy the tent.
 - Seating – If seating is provided show the number and arrangement of seats.
 - Exits – Indicate the number of sides of the tent to be left open. If all sides are closed show the location and width of exits.
 - Sanitary Facilities – Indicate the number of required portable toilets and their location in accordance with Table 3.7.4.3E Division B.3.7.4.3 of the [Ontario Building Code](#).
3. Permit fee – *refer to current year User Fee Schedule*.

Note: For large tents, additional information concerning, construction of bleachers, means of egress and sanitary facilities may be required to confirm compliance with the Ontario Building Code.

For more information, please contact the City of Brockville Building Department at 613-342-8772 ext. 4425

How do I determine how many portable toilets I will need?

- The number of privies shall comply to Table 3.7.4.3E of the Building Code. *(See table below)*

(Privies required) for Each Sex	
Number of Persons	Minimum number of Water
1 to 50	2
51 to 70	3
71 to 90	4
91 to 110	5
111 to 140	6
141 to 180	7
181 to 220	8
220 to 260	9
For groups of 260 or more, provide 10+1 for each additional increment of 40 persons of each sex.	



BROCKVILLE

CITY OF THE 1000 ISLANDS

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority

	Permit number (if different):
Date received:	Roll number:

Application submitted to: CORPORATION OF THE CITY OF BROCKVILLE
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	

B. Purpose of application

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				

C. Applicant

Applicant is: ☐ Owner or ☐ Authorized agent of owner

Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

D. Owner (if different from applicant)

Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I Declaration of applicant				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

H. Project Information					
Building number, street name				Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description			
I. Individual who reviews and takes responsibility for design activities					
Name			Firm		
Street address				Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail		
Telephone number	Fax number		Cell number		
J. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]					
<input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings		<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection		<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work					
K. Declaration of Designer					
I _____ declare that (choose one as appropriate): <div style="text-align: center;">(print name)</div> <input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____ <input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____ <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____					
I certify that: <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. 					
_____			_____		
Date			Signature of Designer		

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule 3: Plumbing Information - to be completed by applicant at time of submission:**SERVICES:****CONTRACTOR:**

EXTERIOR SERVICES:				INTERIOR SERVICES			
	TYPE	SIZE	MATERIAL		TYPE	SIZE	MATERIAL
	STORM SEWER				DRAINS/VENTS		
	SANITARY				WATER DISTRIBUTION		
	SEPTIC SYSTEM						
	WATER SERVICE						

FIXTURES:**CONTRACTOR:**

	WATER CLOSET	BASIN	BATH/ SHOWER	SINK	LAUNDRY TUB	FLOOR DRAIN	URINAL	HOT WATER TANK	WASHING MACHINE	HOSE BIB	DISWASHER	OTHER
BASEMENT												
1 ST FLR												
2 ND FLR												
OTHER												

Schedule 4: OFFICE USE ONLY**ZONING COMMENTS:**

ZONE (By-Law 050-2014, as amended) :

ZONING ADMINISTRATOR:

DATE:

Building & Plumbing Fees:

Plumbing Permit Fee:		Sewer Connection Fees:	
Fixture Fee:		Back Flow Preventor Fee:	
Total Plumbing Fees:		Fire Fee:	
Building Permit Fee:		Development Charges:	
Total Building Fees:		TOTAL FEES:	



AGENT OF RECORD LETTER
(If the Owner is NOT the Applicant)

- If Multiple Owners, An Authorization Letter from Each Owner is Required -
- PLEASE PRINT -

If an agent is employed the owner(s) must complete the following:

I, (we)
(name(s) of owner, individuals or company)

Being the registered owner(s) of the subject property, hereby authorize

.....
(name of agent)

To prepare, submit and obtain a building permit, on my behalf, for the project at:

.....
.....
(property address)

(signature of owner)
(signature of agent)

..... / /
(day) (month) (year)