

## TEMPORARY TENT APPLICATION CHECKLIST

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

**It is the applicant’s responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.**

Tents are exempt from the requirement to obtain a permit when the tent is:

1. Not more than 60m<sup>2</sup> in aggregate area, and
2. Constructed more than 3m from buildings and other structures

Submittal Item	Details	Documents Included with Application
<b>Application to Construct or Demolish (Form)</b>	A copy of the application form can be found on our website. <a href="#">Application to Construct or Demolish Form</a>	
<b>Schedule 1 Form</b> Include one form for each designer	A copy of the Schedule 1 form can be found on our website. <a href="#">Schedule 1 Form</a>	
<b>Agent Authorization Form</b>	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. <a href="#">Agent Authorization Form</a>	
<b>Applicable Law Declaration Form</b>	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. <a href="#">Applicable Law Declaration Form</a>	
<b>Site Plan</b>	Drawn to scale including north arrow, address, setbacks to all sides of the tent(s), and location of septic system (if applicable)	
<b>Structural Details</b>	Including: <ul style="list-style-type: none"> <li>- Plans</li> <li>- Connection details</li> <li>- Elevations</li> <li>- Occupant Load</li> <li>- Certification to CAN/ULC S109 or NFPA 701</li> </ul>	
<b>Commitment to General Review of a Professional Engineer</b>	If area is greater than 225m <sup>2</sup>	