TENTS FOR ASSEMBLY USES POLICY

The Ontario Building Code requires a building permit be obtained for a single tent or group of tents whose aggregate area exceeds 60 m^2 (646 ft^2), is attached to a building or is constructed closer than 3 m (10 ft) from other tents or structures. Please refer to Division B, Section 3.14 of the Ontario Building Code and Division B, Section 2.9 and Table 6.2.6.A of the Ontario Fire Code have been attached for your convenience.

To obtain a building permit, submit the following to the appropriate satellite office listed below at least **10 working days** prior to the event.

1. Completed building permit application (available at offices listed below or on the Haldimand County Website www.haldimandcounty.on.ca)
2. Two (2) copies of a site plan showing the proposed location and the clearance to other tents, buildings and structures on the property.
3. A floor plan showing exit locations, portable fire extinguisher locations, and table layout.
4. If the tent exceeds 2,420 square feet, a drawing stamped by a Registered Professional Engineer verifying the structural adequacy and anchorage of the tent.
5. Certification of flame resistance to CAN/ULC S-109.M.
6. A cheque in the amount of **$75.00/per tent** payable to Haldimand County.

After the erection of the tent and prior to occupancy, we will require the following:

1. Inspection by this department. **24 hours notice is required**.
2. If the tent exceeds 2,420 square feet, a final inspection by a Registered Professional Engineer.

Stages and portable bleachers may also require permits and inspection.

If for the purposes of obtaining your liquor license, you require a letter from this department, please contact the Building Inspector.

Attach.

Caledonia Satellite Office
282 Argyle St. South
Caledonia, ON N3W 1K7
(905) 318-5932

Hagersville Satellite Office
1 Main St. South
Hagersville, ON N0A 1H0
(905) 318-5932

Dunnville Satellite Office
111 Broad Street East
Dunnville, ON N1A 2X5
(905) 318-5932

HOURS
Office: Monday-Friday – 8:30 a.m. until noon
Field Inspections: Monday-Friday – 1:00 p.m. until 4:30 p.m.