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# SPECIAL EVENT - TENT

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## **Temporary Tent Permits Require:**

- A completed permit application form** including name, address and phone number of owner and contractor, estimated project cost, signature and date.
- An owner's authorization letter** (*if not the property owner*) that clearly states that permission granted from the property owner to erect a temporary tent on their property for the proposed duration.
- Tent information form** including date, description of the event, address, number of tents, size of tents, installation and removal date and time(s), occupancy load and additional tent information.
- A plot plan, site plan or survey of the property** indicating the location (*with dimensions*) of the proposed temporary tent in relation to all existing structures, septic tank and bed, well, property lines, and vegetation (ie. tree lines). Additionally, indicate the location of the fire route(s), overhead wires, and/or washrooms.
- Flame Resistance Certificate** confirming fabric has been certified to CAN/ULC S-109-M or NFPA 701.
- Structural tent specification drawing(s)** stamped and signed by a professional engineer, including size of the tent, design of framing and support members, and ground anchorage details.

*(Rental facilities will typically supply these certificates).*

**\* if your tent(s) is larger than 225sq.m (2421sq.ft) or contains bleachers or is enclosed by sidewalls, \* additional documentation is required including:**

- A commitment to general review form** completed by an engineer. The engineer must perform their site review and signoff letter prior to or concurrent with Township inspection.
- Interior Plans** including the location of side walls, furniture, fire extinguishers, means of egress, exits, exit signage, and emergency lighting.

Permits are completed in the order that they are received and take approximately 10 business days to process. You will be notified if any questions arise and/or when the permit is issued and available for pick-up.

Once the permit has been issued it's the property owner and/or contractors' responsibility to ensure the work is inspected by a Township Building Official. Temporary Tents require an inspection once installation is complete.

You may book an inspection by calling 519-846-9691 ext. 907 or by email at [building@centrewellington.ca](mailto:building@centrewellington.ca) at least 24 hours prior to requiring the inspection.



Township of Centre Wellington  
Planning & Development - Building Division  
1 MacDonald Square, Elora, ON NOB 1S0  
T: 519-846-9691x907  
Email: [building@centrewellington.ca](mailto:building@centrewellington.ca)



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## Tent Information Form

The following form must be completed and to be included with the tent permit application.

Date:

Address:

Number of tents greater than 60m<sup>2</sup> (645sf) in area:

Size of tent(s):

Date of assembly of tent:

Date of disassembly of tent:

Hours of operation of the tent using AM/PM:

Occupant load:

Are there any fenced in areas outside of tent?            No            Yes

If yes, is there an exit from the fenced area (not entering back to the tent)?            No            Yes

Is any individual tent or group of tents (within 3m of each other) greater than 225m<sup>2</sup> (2420sf)?

No            Yes

Are there bleachers?            No            Yes

Are there sidewalls?            No            Yes

If, tent or group of tents is 225m<sup>2</sup> (2420sf) or more in aggregate area, or the tent has bleachers or sidewalls:

Provide number of male washroom fixtures (ie. Water closet, urinal, portable toilets)

Provide number of female washroom fixtures (ie. Water closet or portable toilets)

Signature of event organizer and/or owner acknowledging the above