



Building Guide – Temporary Tents

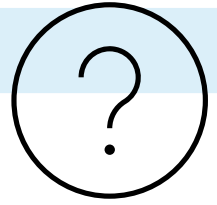
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General Information:



What is a temporary tent?

A tent refers to a temporary shelter which is used at an open-air event such as a fair or an exhibition, as per Ontario Building Code Appendix A-3.14.

Do I need a permit?

A permit is required if you answer “yes” to any of the following statements:

- Is the tent or group of tents larger than 60 m² (645 ft²) in aggregate ground area?
- Will it be attached to a building,
- Will it be constructed less than 3m (9 ft-10 in) from another structure?

If the tent is greater than 225 m² (2421ft²) in area the tent shall be designed and reviewed by a Professional Engineer. The supporting framing structure and anchorage system for a tent shall be designed to support the loading as per the Ontario Building Code.

General Building Code Requirements

- Tents shall not be erected closer than 3 m (9 ft-10 in) to the property line.
- Two exits are to be provided when enclosed with side walls.
- Tents exceeding 225 m² (2421 ft²) require site inspection by Professional Engineer

How do I determine how many portable toilets I need?

- For tents smaller than 225m² (2421ft²), consult your local portable privy provider to determine how many privies you will require for your event.
- For tents larger than 225 m² (2421 ft²), the number of privies shall comply to Table 3.7.4.3.-E of the Ontario Building Code **or** provide an alternate written proposal from a portable privy provider and record this information on the intent to use a Temporary Tent form.

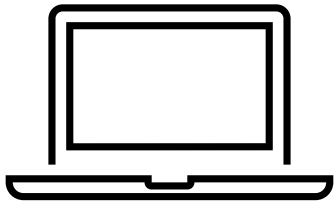
BUILDING GUIDE – TEMPORARY TENTS

Number of Persons	Minimum Number of Privies
1 to 100	4
101 to 140	6
141 to 180	8
181 to 220	10

Table 1 - Adapted from Table 3.7.4.3.-E of the Ontario Building Code 2024

- Existing washrooms on the property can count toward the total number of Privies if accessible to guests.

Online Submissions:



All permit applications are to be submitted online via our [Web Portal](#). Before you begin, please ensure that all required documents are complete and signed (as applicable). Scan each document separately and give it a recognizable file name and save it to your computer.

For further assistance please see our [Digital Permit Submission Guide](#).

Permit Issuance:



Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued. **Permit fees are payable upon issuance.**

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater

[Fees and Charges By-law.](#)

Scheduling Inspections:



After the permit has been issued it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the permit card provided at the time of issuance.

Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Ontario Building Code.

Permit Submission Checklist:

1. Completed building permit application:



- Application for a Permit to Construct or Demolish & Schedule 1

2. Required Supporting Documents:

- Site Plan; showing the location and dimensions of the proposed structure on the site plan and the setbacks to the lot lines. The site plan must also show all existing buildings with dimensions. If the lot is serviced by an on-site sewage system, the location of the septic must be identified on the plan. A Septic Use Permit may be requested online
- Intent to use a temporary tent form, accompanied by washroom facility information
- Layout of the interior of the tent (Floor Plan)
- Support frame structure and anchorage system drawings (Engineered drawings and Commitment to General Review Form if tent is larger than 225 m² (2421 ft²))
- Certificate of flame resistance for the tent

3. Applicable Law:

- Applicable law approval. Please check using the following links to determine if they apply to your property:

[Conservation Authority Approval,](#)

[Ministry of Transportation Approval,](#)

[County Of Simcoe Approval](#)

Road Setback By-law - No person shall locate, install, or rebuild any building or structure within 15 meters from the limit of a County of Simcoe Road, unless a specific setback distance has been set out. If you are building within this required setback, you may apply to the County of Simcoe ([here](#)) for a variance.