



Tent Pre-Permit Clearance

This form must be completed in full and the documentation listed below submitted prior to the issuance of a tent permit.

Tent Information

Address of tent installation

Proposed use (event name/type)

Installation date (mm/dd/yyyy)

Removal Date (mm/dd/yyyy)

Tent Number	Tent Size (m. x m.)	Sides on Tent (yes or no)	Use of Tent (retail, dining, food service etc.)	Occupant Load (number of people)
Tent 1				
Tent 2				
Tent 3				
Tent 4				
Tent 5				
Tent 6				

Information Required with Application

A site plan showing the proposed location of all tents (numbered accordingly). The plan must also indicate the distances from each tent to other buildings, to other tents and to property lines. If washroom facilities are required the number and location must be shown on the site plan.

A floor plan of **each tent** showing the location of any tent sides to be closed, tables, chairs, aisles, exits, tent posts, cooking facilities etc.

Verification of flame resistance of the tent material. The material must conform to CAN/ULC-S109 “Flame Tests of Flame-Resistant Fabrics and Films” or NFPA 701 “Fire Tests for Flame Propagation of Textiles and Films”.

Notes:

Tents occupying an area greater than 225 square metres require the following:

- Framing structure and anchorage system drawings prepared by a professional engineer licensed in the Province of Ontario
- A “Commitment to Review” form must be provided by the professional engineer responsible for the review of the supporting framing structure and anchorage system
- Any other plans submitted must be prepared by a Designer, registered with the Ministry of Municipal Affairs and Housing. Designers must provide a completed “Schedule 1 – Designer Information” form

Tents occupying an area less than 225 square metres and enclosed with sidewalls also require the following:

- All plans submitted must be prepared by a Designer, registered with the Ministry of Municipal Affairs and Housing, and must be accompanied by a “Schedule 1 – Designer Information” form

Agency Notification

Applicant must have this form signed by the following agencies:

Brant County Health Unit

194 Terrace Hill Street

Phone Number 519-753-7377

Agency Signature

Date (mm/dd/yyyy)

Brantford Fire Department

60 Clarence Street

Phone Number 519-752-0540 Fax Number 519-752-7083

Email fire@brantford.ca

Agency Signature

Date (mm/dd/yyyy)

Brantford Police Department

344 Elgin Street

519-756-7050

Agency Signature

Date (mm/dd/yyyy)

Tent Requirements

In accordance with the Ontario Building Code, (O. Reg. 403/97 as amended), tents or a group of tents (tents situated within 3m of each other) installed within the City of Brantford will need a permit regardless of the length of time the tent or group of tents will be installed, when the tent or group of tents:

- exceeds 60 square metres in area, or
- are attached to a building, or
- are constructed less than 3 metres from other structures

Application for a permit may be made online using [Cloudpermit](#)¹. If you have any questions or would like to discuss the information contained in this form, please contact this department at 519-759-4150.

Note that even if a permit is not required the provisions of the City's Zoning Bylaw still apply. You should therefore contact the Building Department to insure your proposed location will comply with the Zoning Bylaw.

Processing

Your application must be reviewed by the Fire Department, Police Department and the Brant County Health Unit to insure that their requirements will also be complied with, prior to the Building Department approving your application. It will be necessary for you to contact each department directly for their review and approval.

The review by each department consists of the following:

Building Department

Review for compliance with the City's Zoning Bylaw and the provisions of the Ontario Building Code relating to intended use (occupancy), separation from other buildings and tents, exits, support structure, flame retardant characteristics of tent material, and ventilation of cooking equipment.

Fire Department

Review for compliance with the provisions of the Ontario Fire Code relating to fire access routes, assess cooking facilities (type of appliance, supervision, extinguisher), location of fire extinguishers, occupant load (use, seating, fire alarm, exit signs and fire emergency procedures posted), and insure wiring is completed to Ontario Hydro Standards.

Brant County Health Unit

The Health Protection Branch of this Unit will review food preparation areas, seating and washroom facilities.

Police Department

The Police Department is concerned about tents where beer, liquor or wine may be consumed or sold. In addition they are concerned where the tent may create an obstruction to traffic.

To apply for a permit visit our online portal at [Cloudpermit - Log In](#) to create an account. Complete this form and include in your CLOUDPERMIT application.

¹ Cloudpermit can be accessed by visiting <https://ca.cloudpermit.com/login>