

# Temporary Tents

## Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit in the Town of Collingwood. Additional information may be required as needed depending on the application type and individual circumstances.

### Required Application Forms

- [Building Permit Application Form](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- [Applicable Law Checklist](#)
- [General Review Commitment Form \(See below\)](#)

### Required Drawings and Information

- A detailed Site Plan showing the location of the proposed tent(s) or group of tents, setback from property lines.
- Certificate of Flame Spread Resistance
- Adequate sanitary facilities provided

### Requirements for a Professional Engineer

In accordance with the Ontario Building Code, a professional engineer shall be obtained under the following circumstances:

- Tents greater than 225m<sup>2</sup>
- A group(s) of tents (spaced less than 3 m apart) with an aggregate area greater than 225m<sup>2</sup>
- Tents that contain bleachers or tents that are enclosed with sidewalls

### Required Approvals from other Agencies

In many instances before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by Building Services. Please ensure all required approvals are complete using the [Applicable Law Checklist](#).

### Building Permit Fee

- Tents up to 225m<sup>2</sup> (2,242ft<sup>2</sup>)      \$125.00
- Tents > 225m<sup>2</sup> (2,242ft<sup>2</sup>)      \$200.00

### Before you submit your Permit Application

- Refer to the [e-Permit Document Guidelines](#) to ensure all of your documents are correctly named and are in PDF format.
- Refer to our [Electronic Submission Process Guide](#) for an overview of the e-Permit process.

### Submit Your Permit Application!

There are two ways you can submit your permit application:

Online using our [e-Permit service](#) or email to [building@collingwood.ca](mailto:building@collingwood.ca)

**Next Steps** Submit the complete permit application and supporting documents to Building Services. Application is reviewed for completeness, compliance with the building code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit issued when review is complete and all fees are paid. Installation of tent(s) may proceed and inspections scheduled. Building Inspector reviews major phases of construction until Occupancy and/or Final are complete.

**Need help?** If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone (705)-445-1030 extension 3243 or email us at [building@collingwood.ca](mailto:building@collingwood.ca)