



A Homeowner's Guide To BUILDING PERMITS

TENT PERMITS *An Informational Guide*

When are Building Permits required for tents or air-supported structures?

- Where the area of the tent/air-supported structure exceeds 60 square metres
- Where the area of two or more tents exceeds 60 square metres

A tent or group of tents that is less than 60 square metres in aggregate ground area, is not attached to a building, and constructed more than 3.0 metres from all other structures does not require a permit.

Note: Two or more tents are not considered a group if all the tents are more than 3.0 metres apart.

Applying for a Building Permit

Building permits may be applied for by a property owner, or by an agent acting on behalf of the owner, such as the contractor or event organizer. Forms for building permits, along with fee schedules, are available at the Building and Licensing Division Offices and may also be downloaded from the web page, www.hamilton.ca. In most cases, you will have to provide detailed construction drawings and sufficient information for us to establish that your project complies with the applicable laws. The following is an example of what is required to be submitted for a typical tent permit application:



A completed application form with property address, owner, applicant, and designer information.

Plans - All drawings must be to scale and printed in ink. Plans must be fully dimensioned in either metric or imperial units, but not a combination of both. **Two (2) copies are required of each of the following drawings:**

- *Site Plan* – The site plan should identify where the tent(s) will be located with dimensions to property lines, information on all other structures that may be present on the site, and location of any easements.
- *Manufacturer's Drawings* – These should be readily available to you at purchase of the tent. Please note that any tent that is 225 square metres or larger must be designed by a professional engineer that is licensed and in good standing in Ontario, and as such the drawings should bear the engineer's stamp and signature.
- *Manufacturer's Specifications* – All fabric materials used for the tent must bear a label or other written proof must be submitted to prove the material is certified to CAN/ULC S-109M or NFPA 701.

Fees- Building permit fees are required to be paid in full at the time of application. The current fee schedule is listed on-line under “[Building Permits: Fees](#)” at www.hamilton.ca Building permit fees can be paid by cash, Interac, or by cheque payable to the City of Hamilton. There is no charge for a tent permit if the tent is to be erected on city-owned property for a civic function.

If these lists do not include specifics of your project or you are not sure if a permit will be required, please review the details of the work with our Customer Service Representatives prior to construction.

NOTE: Although a building permit may not be required, you must still comply with the requirements of the applicable municipal Zoning By-Law.

Submitting Your Application

Your completed application form, construction plans and payment should be brought to the Building and Licensing Division service counter located in the reception area on the third floor of City Hall. The application will be reviewed by a Customer Service Representative/Plan Examiner or Building Engineer to ensure that all required components are present. The length of time until your permit is issued depends on the complexity of the project and the volume of other submitted applications currently ahead of yours in queue.

Important Notes:

- ✓ Please contact our Division in the planning stages of your project to determine the requirements for a building permit application, including the current fee schedule and any Zoning By-Law restrictions. Customer Service Representatives are available between 8:30 am and 4:30 pm Monday through Friday via phone at 905-546-2720 or through email at building@hamilton.ca.
- ✓ No cooking is permitted under any tent or canvas-covered structure.
- ✓ During the review process you may be contacted by a plans examiner via phone or mail if there are any outstanding requirements. All outstanding information must be submitted prior to issuance of the permit.
- ✓ Please read the permit documents thoroughly before commencing construction. All construction must be in accordance with the approved plans and documents issued with your permit.
- ✓ It is the property owner’s responsibility to ensure that an inspection is requested at least 48 hours before work proceeds from one inspection stage to the next. For inspections, call 905-546-3950 between the hours of 8:00 am and 9:30 am, Monday to Friday.

City of Hamilton Building and Licensing Division

If you have any questions or concerns, please do not hesitate to contact us:

Hamilton, Dundas, Ancaster, Stoney Creek, Glanbrook and Flamborough Residents:

City Hall Office:

71 Main Street West, 3rd Floor

Hamilton, Ontario, L8P 4Y5

Phone: 905-546-2720

You may also wish to visit the City of Hamilton website at www.hamilton.ca



