



Engineering & Development Services Building Section

Temporary Tent Information and Approval Package

This brochure provides event participants and those wishing to erect temporary tent structures with the information necessary to understand the regulations that need to be respected and the approval process that will apply to the erection of a temporary tent structure within the City of Belleville. Tent structures are regulated by the Ontario Building Code (OBC). The Ontario Fire Code (OFC), the Ontario Electrical Safety Code and the Technical Standards and Safety Authority also contain regulations and requirements for tents where there are cooking appliances, electricity, propane or other fuel sources involved or proposed for use.

The OBC contains the following requirements for tent permits;

A permit to erect a tent is not required when all of the following conditions are met:

- a) the area of the tent or aggregate area of the tents does not exceed 60m²;
- b) the tent(s) are not attached to any other building; and
- c) the tent(s) are constructed more than 3m from any other structures.

A permit to erect a tent is required when:

- a) the area of the tent is greater than 60m² ;
- b) the aggregate area of all tents on the property is greater than 60m² ;
- c) the tent is attached to a building; or
- d) the tent is to be erected less than 3m from other structures.

A permit to erect a tent and a *qualified and registered designer* is required when:

- a) the area of the tent is greater than 225m²;
- b) the tent contains bleachers; or
- c) the tent is enclosed with sidewalls.

In many cases the event organizers may contract directly with a tent supply company to provide the tent structures for an event. In these cases the tent supplier will normally obtain the required permits for the tents. If however you are responsible for obtaining the permit for the tent or you have your own tent to erect then the following information describes how to apply for and obtain the required tent permit and inspections prior to using the tent(s).

Permit Approval Process

A complete building permit application package is required by the City Building Section in order to process your application quickly. A complete application generally includes the following documentation:

- a) a completed application form (available at City Hall or online at <http://www.city.belleville.on.ca/ResidentServices/ApplicationsPermitsLicences/Documents/Application%20to%20Construct%20or%20Demolish%20November%202012.pdf>)
- b) a site plan that accurately identifies the proposed location for all the tent structures to be erected on the site;
- c) 2 copies of tent drawings and anchorage details;
- d) 2 copies of a floor plan where the tent has side walls or bleachers;
 - i) identify entrance and exit locations and sizes;
 - ii) identify aisles & seats; and
 - iii) indicate occupant load for tent.
- e) the permit fee \$50.00;
- f) *Schedule 1 Designer Information;
- g) *Commitment to General Review; and
- h) *2 copies of tent drawings and anchorage details by a Professional Engineer.

* These items required for tents greater than 225m² in area; and tents that are enclosed with sidewalls or contain bleachers require the Schedule 1 Designer Information.

You can avoid delays in permit issuance if all drawings and specifications provide sufficient information for the Building Section to verify that the work will conform to the Ontario Building Code and other applicable law. Incomplete applications or applications that do not contain all of the above noted details will require longer approval times. **Please allow sufficient processing time for your application.** Normally a complete permit application for a tent can be reviewed and processed within 10 working days.

Inspection Requirements

Once your application has been reviewed and deemed acceptable a permit is issued and you will be notified that the permit is ready to be picked-up. You are required to have the tent structure inspected by the Building Section **prior to using the tent for any occupancy.** During the inspection the Inspector will; (1) look to verify that the tent is anchored as required by the designers anchorage details, (2) look for the label affixed to the tent to certify that the fabric complies with CAN/ULC-S109 or NFPA 701 for flame resistance, (3) check egress requirements, (4) confirm clearances to other tents & structures.

Depending on what you are proposing to use the tent for you may also require inspections from the following agencies:

Belleville Fire Prevention (613-966-6929)

Responsible for inspection with respect to fire safety & cooking appliances.

Electrical Safety Authority (1-877-372-7233)

Responsible for inspection when any temporary electrical power or supply is used. See attached details from ESA.

Technical Standards and Safety Authority (1-877-682-8772)

Responsible for inspection when propane or other hydrocarbon fuel is used for cooking or any other purpose. See attached details from TSSA.

Important Details to Note

Please keep in mind the following details when planning your event:

- a) allow sufficient time for processing your application for a tent permit (approximately 10 working days);
- b) all tent fabric is required to comply with CAN/ULC-S109 or NFPA 701 and documentation is required to verify compliance (tents not complying with these flammability standards must not be used);
- c) CPAI-84 labels are NOT COMPLIANT;
- d) minimum headroom clearance at doors into tents 2030mm (6'-8");
- e) cooking appliance installations must be inspected by Belleville Fire Prevention
- f) temporary electrical installations must be inspected by ESA
- g) temporary fuel supplies and equipment must be inspected by TSSA
- h) Professional Engineer required to provide design work (at permit application stage) and field inspection (prior to occupancy) for tents greater than 225m²;



ELECTRICAL INSPECTION REQUIREMENTS FOR FESTIVALS AND EVENTS

A Successful Event represents no electrical injuries:

It is very important to ensure that all individuals working at or attending festivals and events are safe from any potential fire or shock hazards. The Ontario Electrical Safety Code (Ontario Regulation 164/99) & Ontario Regulation 438/07 define the requirements for electrical installations and electrical products in Ontario.

DID YOU KNOW FESTIVALS AND EVENTS FALL WITHIN THE SCOPE OF ONTARIO'S ELECTRICAL SAFETY REGULATIONS?

EARLY ENGAGEMENT WITH THE ELECTRICAL SAFETY AUTHORITY WILL ASSIST YOU IN A SUCCESSFUL EVENT.

Ontario's Electrical Safety Code (Ontario Regulation 164/99) requires:

- An Application for Inspection be filed with ESA before or within 48 hours of commencing electrical work, and payment of the prescribed fees to the inspection department (OESC Rule 2-004)
- You accurately and completely document all electrical work occurring at your Event/Festival on your Application for Inspection
- Electrical products bear the mark of a recognized certification agency

- The above rule(s) also apply to booths, stages and displays where temporary power is supplied by generators and distribution equipment.

Who is ESA?

The Electrical Safety Authority (ESA) is responsible for enforcement of the Ontario Electrical Safety Code and operates as a delegated authority on behalf of the provincial government in accordance with Part VIII, section 113 of the Electricity Act, 1998, S.O. 1998, c. 15, Sched.A. ("the Act"), and the Safety and Consumer Statutes Administration Act, 1996, S.O. 1996,c.19. ESA's mandate is to administer the Act and corresponding Regulations; (1) The Electrical Safety Code (Regulation 164/99); (2) Licensing (Regulation 570/05); (3) Distribution Safety (Regulation 22/04); and (4) Product Safety (Regulation 438/07) on behalf of the Province of Ontario.



PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT FESTIVALS AND EVENTS

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used at any show, convention, festival or event (or similar exhibition) **BE APPROVED FOR USE IN ONTARIO** in accordance with Ontario Regulation 438/07.
























Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are

missing, the equipment is considered to be unapproved. Bulletin 2-7-22 shows all approved certification marks or Field Evaluation markings accepted in Ontario.

Note:

1. Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is considered unapproved.
2. Below is a listing of Recognized Certification Approval Markings accepted in Ontario.

For an updated listed visit www.esasafe.com

FAILURE TO COMPLY COULD RESULT IN THE EQUIPMENT BEING ORDERED REMOVED FROM DISPLAY.

For more information please visit us @ www.esasafe.com or call Roy Elwood @ 416-991-4173 / Bob Weeks @ 416-991- 4147 or ESA's Customer Service Centre @ 1(877) 372-7233