



Haldimand County
Building & Municipal Enforcement Services
53 Thorburn Street South
Cayuga ON N0A 1E0
905-318-5932 ext. 8300
Building@haldimandcounty.on.ca
www.HaldimandCounty.ca

TENTS FOR ASSEMBLY USE PROCESS

The Ontario Building Code requires a building permit be obtained for a single tent or group of tents whose aggregate area exceeds 60 m² (646 ft²), is attached to a building or is constructed closer than 3 m (10 ft) from other tents or structures. Please refer to [Division B, Section 3.14 of the Ontario Building Code](#) and [Division B, Section 2.9 and Table 6.2.6.A of the Ontario Fire Code](#).

To obtain a building permit, submit the following to Building Services via CityView Portal (<https://portal.haldimandcounty.on.ca/cityviewportal>) as a Temporary Use permit. Please note that complete applications (all documentation and payment of fees) can take up to **10 business days** to review and issue.

1. A site plan including the proposed location of the tent and setbacks to property lines, other tents/buildings/structures, sewage system, and portable washrooms on the property.
2. A floor plan including exit locations, portable fire extinguisher locations, and table layout.
3. The tent drawings from the manufacturer.
4. If the tent exceeds 225 m² (2420 ft²), a drawing stamped by a Registered Ontario Professional Engineer verifying the structural adequacy and anchorage of the tent, and a completed Commitment to General Review form.
5. Certification of flame resistance to CAN/ULC S-109 or NFPA 701.
6. Fees appropriate to current User Fees By-law, payable to Haldimand County.

After the erection of the tent and prior to occupancy, we will require the following:

1. Inspection by Building Services. **24 hours notice is required for inspection requests.** Requests can be made via CityView Portal (<https://portal.haldimandcounty.on.ca/cityviewportal>).
2. If the tent exceeds 225 m² (2420 ft²), a final inspection by a Registered Professional Engineer. Inspection report must be submitted to Building Services in order to finalize the permit and grant occupancy.
3. Inspection by Fire Services (contact 905-318-5932, ext. 6230) or emergencyservices@haldimandcounty.on.ca.

Stages and portable bleachers may also require permits and inspections.

Special Event Fire Safety Requirements

All vendors that use tents must present proof that the tent meets CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films), or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films" upon inspection.