

Tent Permit Guide



Do I need a Building Permit for my tent or air-supported structure?

A Building Permit is required for a tent, air-supported structure, or group of tents where the total ground area exceeds 645 sq. ft. (60 m²). Two or more tents are considered a group of tents when they are located not more than 9 ft. 10 in. (3 m) apart. In that case, the combined area of all tents is used to determine whether a Building Permit is required. A tent or group of tents does require a Building Permit where all of the following apply:

- The total aggregate ground area is greater than 645 sq. ft. (60 m²);
- The tent is attached to a building; and
- The tent is located less than 9 ft. 10 in. (3 m) from all other structures.

Why is a Building Permit important?

Building Permits help ensure that fire, construction, and structural safety standards are met. Permits also confirm that the project complies with the Town of Essex Zoning By-law. It is the owner's responsibility to ensure that a Building Permit is obtained before construction begins.

What do I need to submit when applying for a permit?

Please see the Tent Permit Requirement Checklist on Page 3 of this Guide for further information on permit application requirements.

1. A completed permit application submitted through [Cloudpermit](#)
2. A site plan showing the location of the tent(s), dimensions to property lines, fences and other structures on the site, available parking spaces, and the location of any easements.
3. Manufacturer's drawings, which are usually provided with the tent. Any tent that is 2,420 sq. ft. (225 m²) or larger must be designed by a Professional Engineer licensed to practice in Ontario, and the drawings must bear the engineer's stamp and signature.
4. Manufacturer's specifications, including all fabric materials used for the tent, must bear a label or include written proof demonstrating compliance with CAN/ULC-S109-M or NFPA 701.
5. Plans must be fully dimensioned in either metric or imperial units, but not a combination of both.

6. Building Permit fees are payable through [Cloudpermit](#) in accordance with the Town's current fee schedule. The current fee schedule is available at <https://www.essex.ca/town-hall/applications-licences-and-permits/building-permits/>. If, after reading this document, you are unsure whether a permit is required, please contact the Building Department.



Tent Permit Checklist

1. No permit is required for a tent or group of tents where all of the following apply:

- The total aggregate ground area is less than 645 sq. ft. (60 m²);
- The tent is detached from all buildings; and
- The tent is located more than 9 ft. 10 in. (3 m) from other structures (Division C-1.3.1.1.(5)).

2. The following is required for a permit for a tent or group of tents where:

- The ground area is between 645 sq. ft. (60 m²) and 2,420 sq. ft. (225 m²);
- The total aggregate ground area is between 645 sq. ft. (60 m²) and 2,420 sq. ft. (225 m²), and the tents are less than 9 ft. 10 in. (3 m) apart;
- The tent(s) do not contain bleachers; and
- The tent(s) are not enclosed with sidewalls.

Required information:

- ☐ Site plan
- ☐ Tent drawings
- ☐ Certificate of flame resistance conforming to CAN/ULC-S109-M or NFPA 701

3. The following is required for a permit for a tent or group of tents where:

- The total aggregate ground area is greater than 2,420 sq. ft. (225 m²); or
- The tent contains bleachers or sidewalls.

Required information:

- ☐ Site plan
- ☐ Tent drawings prepared by a Professional Engineer outlining the supporting structure and anchorage.
- ☐ Certificate of flame resistance conforming to CAN/ULC-S109-M or NFPA 701
- ☐ Part 3 Commitment Form for the Professional Engineer (P. Eng.)

How do I apply for a Building Permit?

The Town of Essex uses Cloudpermit for online permit submissions. All applications must be completed online through Cloudpermit.

Visit [Cloudpermit](#) to create an account. Once there, you can:

- Apply for your Building Permit online
- Pay for your Building Permit online. A credit card convenience fee may apply.
- Check application status. Status changes or information requests are emailed to the applicant.
- Schedule or cancel inspections
- Check inspection results
- Submit or request changes to an existing permit

What inspections are required?

The tent must not be occupied until the following are complete:

- The tent has been erected
- Anchoring is complete
- Required exits are installed
- Emergency lighting is installed and operational, where required.
- The Building Department has completed the final inspection

Additional approvals may be required.

Depending on the event, approvals may also be required from Fire Services, the Health Unit, AGCO, the Electrical Safety Authority (ESA), or other agencies.

- Please read the permit documents thoroughly before starting construction. All construction must be in accordance with the approved plans and documents issued with your permit.
- It is the owner's responsibility to ensure that either the owner or contractor books the final inspection through Cloudpermit. Inspections must be booked **at least 24 hours before the intended occupancy of the tent(s).**

