



Complete applications for temporary tents must include:

- applicable law approval documentation when required
- completed application package
- building permit fees
- building permit application plot plan
- plans and anchorage details

The information provided should be used as a sample only to help you with creating your application.

## Required Inspections

- prior to occupancy

## Fees

We determine fees based on our Building By-Law. Please see our By-Law for the most up-to-date building permit fees.

## Changes to Approved Plans

Any proposed changes from the approved plans must be approved by a Building Inspector prior to construction. Failure to have the required inspections performed may result in you having to uncover and expose the work for inspection.

# Temporary Tents

## Before you start

A permit to erect a tent is required when:

- the area of the tent is greater than 60m<sup>2</sup>,
- the aggregate area of all tents in a group is greater than 60m<sup>2</sup>,
- the tent is attached to a building or;
- the tent is to be erected less than 3m from other structures

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

- the area of the tent is greater than 225m<sup>2</sup> (design and general review by a professional engineer is required for the anchorage and structural system of all tents greater than 225m<sup>2</sup>),
- the tent contains bleachers or;
- the tent is enclosed with sidewalls

A permit is not required when:

- the area of the tent or aggregate area of the tents does not exceed 60m<sup>2</sup>,
- the tent(s) are not attached to any other building and;
- the tent(s) are constructed more than 3m from any other structures

## Required Documents

Typical requirements are listed below, additional information may be required.

### Plot plan

- Lot lines including dimensions
- Measurements from the tent dimensioned to other structures and lot lines
- Lot area, tent building area, and area of all other structures
- Location of overhead electrical conductors (if applicable)
- Municipal address

### Plan and anchorage details

- Tent fabric to comply with CAN/ULC-S109 or NFPA 701
- Minimum headroom clearance at doors
- Anchorage details



## Before Applying

It is your responsibility to ensure that all necessary approvals or permits have been obtained from other agencies for any Applicable Law identified in the Ontario Building Code that is relevant to your project.

## Applying Online

The City of Belleville's web portal is now online. In order to access the portal you must register as a user. Approval is quick and easy and you can then enjoy the benefits that the online portal has to offer. At this point in time you can apply for a building permit, check the status of your building permit application and pay for building permits through the portal.

Applying for a permit online is just another means of applying for a permit. We do still require and application form to be filled out and attached during the submission process.

Applying for a permit is an eight step process. Throughout the various steps, you will be asked for information that pertains to the permit you are applying for, such as the location, estimated project value, description of work, and contact information. On step 6, you will be able to attach a PDF copy of your application, plans and any other documents that accompany your permit application. Once you reach the final step, step 8, you will be able to submit and pay the initial building permit fee.

### Contact

Building Section  
Engineering & Development Services  
City of Belleville  
613-967-3204

[building@belleville.ca](mailto:building@belleville.ca)

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

- [Belleville Fire Prevention](#)  
Responsible for inspection with respect to fire safety & cooking appliances.
- [Electrical Safety Authority](#)  
Responsible for inspection when any temporary electrical power or supply is used.
- [Technical Standards and Safety Authority](#)  
Responsible for inspection when propane or other hydrocarbon fuel is used for cooking or any other purpose.