



The Corporation of the Township of Augusta
3560 County Rd. 26, Prescott, ON, K0E 1T0
T 613-925-4231 F 613-925-3499
www.augusta.ca

APPLICATION PROCESS - TENT

HOW TO OBTAIN A BUILDING PERMIT

When a building permit is required, an application must be filed with the Building Department using the following forms. Once submitted with all the necessary documentation, a permit **may** be issued **after** the application has been reviewed to ensure compliance with the Ontario Building Code, the Township Zoning By-law and any other applicable regulation. A plans review document, detailing the deficiencies of your submission, if any, may form part of your building permit. The Chief Building Official is responsible for the issuance of all building permits.

APPLICATION PROCEDURES

1. Complete, sign and date the “**Application for a Permit to Construct or Demolish**” form.
2. The completed application form must be accompanied by a **site plan** showing the **location of all existing and proposed buildings or additions, location of proposed tent(s), any hydro lines, water courses, pipelines, railway tracks and wells or septic systems and leaching beds** on the lot in relation to the property boundaries.
3. **Other Land Use Approval** permits may be required from such agencies as AGCO, local Conservation Authority, the provincial Ministry of Transportation, etc; depending on the nature of the project and the specific location of the site.
4. **All required fees** must be paid before the permit can be issued.

04/2019



The Corporation of the Township of Augusta
3560 County Rd. 26, Prescott, ON, K0E 1T0
T 613-925-4231 F 613-925-3499
www.augusta.ca

AUTHORIZATION FOR AN APPLICANT TO ACT AS AN AGENT FOR THE REGISTERED LAND OWNER

I, _____, being the legal owner of the
property located at (Civic address) _____, in the Township of Augusta authorize
_____ whose mailing address and phone number is
_____ to

Act as an agent on my behalf.

Signature of Registered Land Owner

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number: 0706000_____		
Application submitted to: The Corporation of the Township of Augusta 3560 County Rd. 26, Prescott, ON, K0E 1T0 T 613-925-4231 F 613-925-3499 www.augusta.ca			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> Temporary Construction <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Date to be Erected:		Date to be Disassembled:	
Proposed use of building			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

E. Builder (optional)				
Last name	First name	Corporation or partnership (if applicable)		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
G. Declaration of applicant				
<p>_____ declare that:</p> <p>(print name)</p> <p>1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p>				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Roles and Responsibilities of the Builder or to whom a permit is issued

- Comply with BCA/OBC; 8.(11)
- Complete applications with required info.; BCA 7., 8.(2e), [C]1.3.1.3.(5)
- Obtain permit prior to construction; 1.(1)
- Obtain permit prior to Change of Use unless exempt by [C]1.3., BCA1.(2), 8.(1), 34. (1)
- Post permit; BCA 34.(1), [C]1.3.2.1(1)
- Copy of drawings on site; BCA 34.(1), [C]1.3.2.2.(1a.b)
- Notify CBO of changes; BCA 8.(12)
- Adhere to plans, specs; BCA 8.(13)
- Fences to enclose site; BCA 7.(1i,j)
- Notify on stages of construction; BCA 10.(2), [C]1.3.5.1.(2)
- Occupy unfinished bldg. after inspection; BCA [C]1.3.3.1.(2), 1.3.3.2.(1)
- Provide as constructed plans; [C]1.3.6., BCA 7.(1g)
- Not hinder but assist; BCA 19.
- Obey Stop Work Order; BCA 14.(4)
- Respect posted orders; BCA 20.1.

Before the work starts ensure that all contractors have WSIB clearance numbers (1-800-387-0750) The law has changed.

Failing to register with the WSIB by January 2014 and working without a clearance number means penalties and significant fines for contractors and those who hire them. www.wsib.on.ca

- Minimum clearance to hydro lines or poles is 5 meters horizontally or vertically. Electrical Safety Authority (ESA) 1-877-372-7233
- Minimum clearance to railway tracks are as described in section 6.38 and 6.42.1 of Zoning By-Law #2965.
- Canadian National Railway runs through Augusta Township. (CNR) 1-888-888-5909
- Minimum clearance to pipelines is 30 meters from the pipeline right of way. Pipeline Public Awareness 1-855-458-6715
- New residential development shall be setback a minimum distance in accordance with MDS calculations as per section 6.42.3. of Zoning By-Law #2965.

Call Before You Dig – It's Free. In Ontario: 1-800-400-2255 or www.clickbeforeyoudig.com

Ontario One Call: 1-800-400-2255. www.on1call.com

Pipeline Emergency: 1-888-982-7222

Pipeline Landowner Inquiries: 1-866-372-1601

DECLARATION OF BUILDER, APPLICANT OR OWNER

I _____ declare that I have read and understand the above information and agree to abide by these roles and responsibilities.

Date

Signature

Tents > = 646 sq. ft. require a permit. The fee for the permit is the minimum permit fee of \$95.00

The applicant's timeline for notifying local authorities is 90 days before the event takes place. Please notify the municipal clerk's department, local police and fire department and the local health unit if you are going to erect a tent for events where groups of people will assemble to ensure that they are aware of the location and date of the event.

The Alcohol and Gaming Commission of Ontario (AGCO) oversees the administration of the Special Occasion Permit (SOP) program, which allows for the sale and/or service of alcohol on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers. A SOP (for Private Events, Public Events and Industry Events) is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment (such as a bar or restaurant). You will need to contact the AGCO for this permit should you wish to serve alcohol. (<https://www.agco.ca>)

You should retain copies of all letters sent to authorities, as you may be required to include them with your application or make them available upon request.

There may be additional requirements from each local agency.

Ontario Building Code 2012

Division C, .3.1. Permits

1.3.1.1. Requirement for Permits

(5) A tent or group of tents is exempt from the requirement to obtain a permit under section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are,

- (a) not more than 60 m² in aggregate ground area, (645.84 sq ft)
- (b) not attached to a *building*, and
- (c) constructed more than 3 m from other structures. (9.84 ft)

Division B, 3.14.1.2. General

(1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.

(2) Articles 3.14.1.3., 3.14.1.7. and 3.14.1.8. do not apply to tents that,

- (a) do not exceed 225 m² in ground area, (2422 sq ft)
- (b) do not exceed 225 m² in aggregate ground area and are closer than 3 m apart,
- (c) do not contain bleachers, and
- (d) are not enclosed with sidewalls.

3.14.1.3. Means of Egress

(1) Except as provided in Sentences (2) and (3), tents shall conform to Sections 3.3. and 3.4.

(2) A tent need not conform to Article 3.4.6.12. except where swing type doors are provided.

(3) Where the area between adjacent tents or a tent and the property line is used as a *means of egress*, the minimum width between stake lines shall be the width necessary for *means of egress*, but not less than 3 m.

3.14.1.4. Clearance to Other Structures

- (1) Tents shall not be erected closer than 3 m to the property line.
- (2) Except as provided in Sentences (3), (4) and (5), tents shall not be erected closer than 3 m to other tents or structures on the same property.
- (3) A *walkway* between a *building* and a tent occupied by the public is permitted provided,
 - (a) the tent is not closer than 3 m from the *building*, and
 - (b) the *walkway* conforms to Article 3.2.3.19.
- (4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create a hazard to the public.
- (5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

3.14.1.5. Clearances to Flammable Material

- (1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or *combustible* material or vegetation that will carry fire.

3.14.1.6. Flame Resistance

- (1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films".

3.14.1.7. Bleachers

- (1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8., 3.3.2.10. and Subsection 4.1.5.

3.14.1.8. Sanitary Facilities

- (1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
- (2) Article 3.7.4.17. applies to sanitary facilities in Sentence (1).
- (3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in lieu of toilet fixtures.

3.14.1.9. Provision for Firefighting

- (1) Access shall be provided to all tents for the purpose of firefighting.

3.14.1.10. Electrical Systems

- (1) The electrical system and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public.
- (2) Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic.