



Temporary Structures

A GUIDE FOR SPECIAL EVENTS APPLICATIONS

PREPARED BY: BUILDING SERVICES



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SPECIAL EVENTS APPLICATION REQUIREMENTS

What you need to apply

TEMPORARY STRUCTURES FORM + TEMPORARY STRUCTURES SCHEDULE:

1. **(TS)** Completed Temporary Structures Form

2. **(TS1, TS2, TS3, and/or TS4)** Completed accompanying Temporary Structures Schedule(s)

Who to contact

PUBLIC PROPERTY

All public events held on municipal property are required to have a Special Event Permit and meet City requirements to ensure a safe and successful event for all involved. Anyone who would like to plan a public event must first contact the City's Special Events Office. Email events@barrie.ca or visit our [Special Events](#) web page for further information.

PRIVATE PROPERTY

If you plan to erect a Temporary Structure(s) on private property, you must ensure that you have obtained a building permit, when required. Visit our [Building Services Temporary Structures](#) web page for more information.



How to apply for a Building Permit

Visit eservices.barrie.ca to apply online



Permit Type:

→ Choose: Building Permits



Project Details:

- Type of Project: Commercial
- Non-Residential Type: Temporary Structure

Project Details

Please identify the type and subtype of the project

* Type of Project:

Commercial

Non-Residential Type: *

Temporary Structure

Primary Application Purpose: New

Please choose a primary application purpose from the dropdown. Check off any additional purposes for the project.

* Primary Application Purpose:

?

New

Other Purpose: New: ☐ Yes ☐ No

Other Purpose: Addition: ☐ Yes ☐ No

Other Purpose: Alteration/Repair: ☐ Yes ☐ No

Other Purpose: Change of Use: ☐ Yes ☐ No

→ Temporary Structure Questions: Choose your structure type

Temporary Structure ☒ Yes ☐ No

Prof. Design Required: *

Temporary Structure Type: *

--Select--

Area:

--Select--

 square M

Number of Units:

--Select--

Temporary Structure Additional Information:

Air Supported Structures

Bleachers

Garden Centres

Other Demountable Structures

Stage

Tents

Trailers

Use our [APLI "How-to" Guide](#) for instructions on the entire online application process and our [Electronic Document Submission Standards](#) for upload requirements.



Inspections

Below are commonly required inspections (additional inspections may be required):

Inspection Type:	To Confirm:	How to Request an Inspection:
Final Exterior	<p>Completion of:</p> <ul style="list-style-type: none">• Construction;• Anchorage;• Occupancy;• Structural framing via Engineer's Report (<i>if required</i>);• Washroom requirements; and• Barrier-free access <p>Verification of:</p> <ul style="list-style-type: none">• The flame spread rating for tent fabrics	Online through APLI
Fire Emergency/Exit Lights	Installation of exit signs and emergency lighting	Barrie Fire 705-728-3199
Fire Extinguishers	Installation of fire extinguishers	
Fire Route Access	Completion of fire routes	



On-Site Event Requirements

**FOR ALL SPECIAL EVENTS:
A COPY OF THE FIRE PREVENTION MEASURES MUST BE POSTED ON-SITE**



FIRE PREVENTION MEASURES

- All exits, aisles, exist signs, emergency lighting units, fire alarm pull stations, fire extinguishers, hose cabinets, sprinklers, Fire Department access routes, pumper connections, and hydrants must be unobstructed at all times.
- Drapes, curtains, and other decorative textiles must meet NFPA 701 for flame resistance.
 - Provide documentation to Building Services at the time of building permit application. Material must be labelled according to standard at the time of inspection.
- No open flames are permitted
- No combustibles such as hay, straw, shavings, wood chips, etc. are permitted
- BBQ's to be 3m (10') from structures (a valid propane certificate is required)
- Music or theatrical performances must be shut down in the event of an emergency
- A telephone must be provided on-site for emergency notification of #911
- A Maximum Occupant Load sign is required if more than 60
- Install NO SMOKING signs throughout the tent
- Mount 10 lb. ABC fire extinguishers at all required exits
- Fire watch to be implemented if more than 150 person (see below)


A person employed for Fire Watch MUST:

- Patrol the area and ensure all fire prevention measures are enforced
- If windowless or after dark hours, have flashlights on scene to assist with exiting in the event of a power failure
- Have a system to notify occupants of an emergency if no fire alarm is present (i.e., a P.A. system or bull horn)
- Call #911 to report an emergency and provide: address, name, and call back number

A COPY OF THESE MEASURES MUST BE MAINTAINED ON-SITE



**FOR ALL SPECIAL EVENTS PERMITS REQUIRING A BUILDING PERMIT:
A COPY OF THE PLACARD MUST BE POSTED ON-SITE**

		
BUILDING PERMIT NUMBER <u>PMT23-00000</u>		
MUN.ADDRESS	123 EXAMPLE STREET	
UNIT NO.		LOT NO.
PURPOSE	TEMPORARY STRUCTURE PERMIT	
PROJECT DESCRIPTION	Special event: main stage – south shore – stage – pretend event – 50 x 30 – other tent – 30 x 75	
PROPERTY DESCRIPTION		
ISSUED BY	<u>Plans Examiner</u> For Chief Building Official	DATE <u>00/00/2023</u>
<small>Protecting those who live, work, and play in the City of Barrie All work must comply with the <i>Building Code Act</i>, the Ontario Building Code, and all other applicable laws, regulations, and By-laws. Inspection requests can be made through APLI. Please post this placard in a visible location at the project site.</small>		

TENTS



Sample - Building Permit - Schedule 1: Designer Information Form

SAMPLE - TENTS

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information

Building number, street name	123 Example Street	Unit no.	Lot/con.
Municipality	Barrie	Postal code	ON
Plan number/ other description			

B. Individual who reviews and takes responsibility for design activities

Name	Deena Designer	Firm	Deena's Design
Street address	321 Design Drive	Unit no.	Lot/con.
Municipality	Barrie	Postal code	LST 4Y8
Province	ON	E-mail	deena@deena.com
Telephone number	phone number	Fax number	Cell number
()	()	()	()

C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]

<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems

Description of designer's work

Tent

D. Declaration of Designer

I, Deena Designer, declare that (choose one as appropriate):

(print name)

- ☐ I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.

Individual BCIN: _____

Firm BCIN: _____

- ☐ I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.

Individual BCIN: _____

Basis for exemption from registration: _____

- ☒ The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification: P eng / tent

I certify that:

- The information contained in this schedule is true to the best of my knowledge.
- I have submitted this application with the knowledge and consent of the firm.

Date

Signature Required

Signature of Designer

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



Sample – Owner Authorization (Property Owner Consent Letter)

Only required when there is not a concurrent special event application.

	OA-BPA City of Barrie - Building Department 70 Collier Street, P.O. Box 400 8th Floor, City Hall Barrie, Ontario, L4M 4T5 705-726-4242				
Owner Authorization - Building Permit Application (Property Owner Consent Letter)					
I, Property Owner First Name _____ Property Owner Last Name _____					
Company Name (if applicable) _____					
of, Street Address _____ Unit # _____ City or Town _____ Province _____ Postal Code _____					
Telephone _____ Fax _____ Email _____					
hereby give permission to					
Applicant / Authorized Agent First Name _____ Applicant / Authorized Agent Last Name _____					
Company Name (if applicable) _____					
to act as my authorized agent to apply for a building permit for					
Street Address _____ Unit # _____ City or Town _____ Province _____ Postal Code _____					
This person/company will be responsible for applying for the permit, submitting all required drawings and documentation, and receiving the permit once it has been issued. If the Building Department is made aware of any false information on an application, the building permit may be revoked as per the Ontario Building Code.					
<table border="1" style="width: 100%;"><tr><td style="width: 70%; height: 30px;"></td><td style="width: 30%; height: 30px;"></td></tr><tr><td>Owner Signature (I have the authority to bind the corporation, where applicable)</td><td>Date</td></tr></table>				Owner Signature (I have the authority to bind the corporation, where applicable)	Date
Owner Signature (I have the authority to bind the corporation, where applicable)	Date				
<small>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.</small>					



Sample – Applicable Law Checklist



Applicable Law Checklist

This form confirms required approvals from other agencies for the purposes of building permit issuance

ALC

Application No.	Address	Date
-----------------	---------	------

The *Building Code Act* prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to Building Services.

If the answer is **YES** to any question, the relevant approval documents must be submitted with your permit application. Where any required approval has **NOT** been obtained, the agencies listed on the back of this form must be contacted to obtain approval, and the declaration on the bottom of this form must state this accordingly.

Zoning By-Laws – City Development Services (Planning)	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Is/was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is this site part of a new subdivision? M-plan must be registered prior to permit application.	<input type="checkbox"/>	<input type="checkbox"/>
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>

Planning Approval – City Development Services (Planning)	Yes	No
Is this property regulated by Site Plan Control under Section 41 of the <i>Planning Act</i> ?	<input type="checkbox"/>	<input type="checkbox"/>

Heritage – City Development Services (Planning)	Yes	No
Are you demolishing a building that is listed on the City's heritage inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property located in a heritage district or study area?	<input type="checkbox"/>	<input type="checkbox"/>

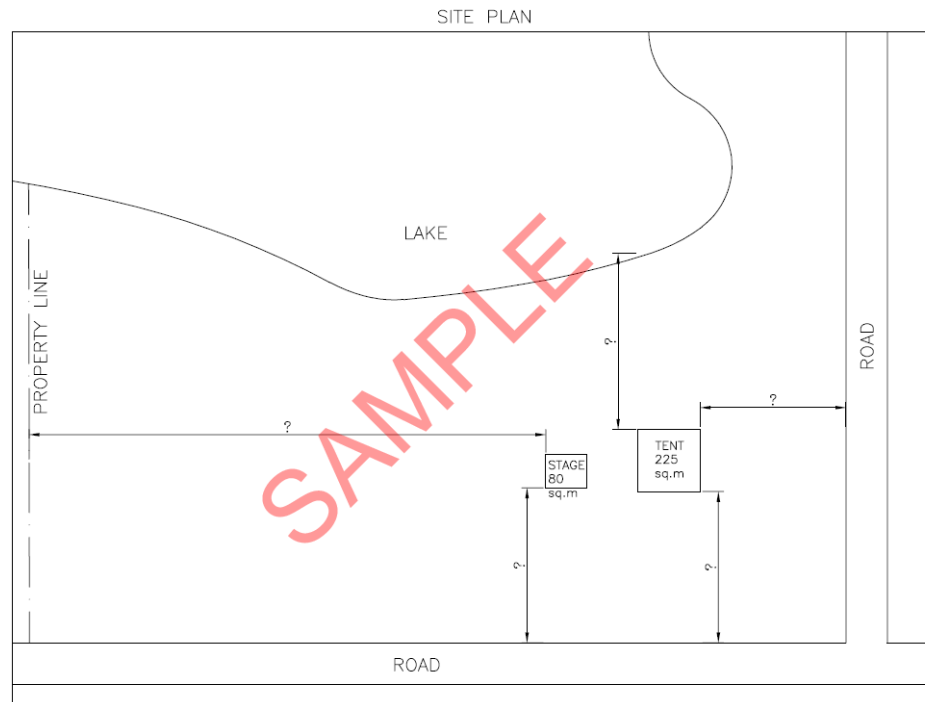
Construction and Fill Permits Nottawasaga Valley or Lake Simcoe Regional Conservation Authority	Yes	No
Is the property located within a regulated area (i.e., abutting a ravine, watercourse, wetland, or shoreline)?	<input type="checkbox"/>	<input type="checkbox"/>



Sample - Commitment to General Review by Architect and Engineers

COMMITMENT TO GENERAL REVIEW BY ARCHITECT AND ENGINEERS			
Ontario Building Code, s.2.1.2.			
Part A: Owner's Undertaking		(This part must be completed by Owner or agent authorized by Owner)	
Project Description:			
Address of Project:		Permit Application No.:	
WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario; (see overleaf)			
NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:			
1. An architect and/or professional engineers have been retained to provide general review of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers of Ontario;			
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and			
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.			
The undersigned hereby certifies that he/she has read and agrees to the above			
Name of Owner:		Date:	
Address of Owner:		Telephone:	
Signature of Owner: (or officer of corporation)		Print Name:	Fax:
Name of Prime Consultant: (person coordinating work of all consultants)		Telephone:	
Address:		Fax:	
Part B: Confirmation by Consultants		(This part must be completed by all consultants retained for general review)	
The undersigned architect and/or professional engineer(s) hereby certify that he/she has been retained to provide general review of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers of Ontario. (see overleaf)			
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER ISPECIFY:			
Consultant Name:		Signature:	Print Name:
Address:		Telephone:	Fax: Date:
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER ISPECIFY:			
Consultant Name:		Signature:	Print Name:
Address:		Telephone:	Fax: Date:
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER ISPECIFY:			
Consultant Name:		Signature:	Print Name:
Address:		Telephone:	Fax: Date:
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER ISPECIFY:			
Consultant Name:		Signature:	Print Name:
Address:		Telephone:	Fax: Date:
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER ISPECIFY:			
Consultant Name:		Signature:	Print Name:
Address:		Telephone:	Fax: Date:
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER ISPECIFY:			
Consultant Name:		Signature:	Print Name:
Address:		Telephone:	Fax: Date:
STANDARD FORM EABO1/2008 APPROVED BY OAA, PEO and OBOA			
White Copy-FILE Yellow Copy-OWNER			

Sample - Site Plan



All demountable supporting structures regulated by the Building Code (as defined) shall be shown on the site plan.

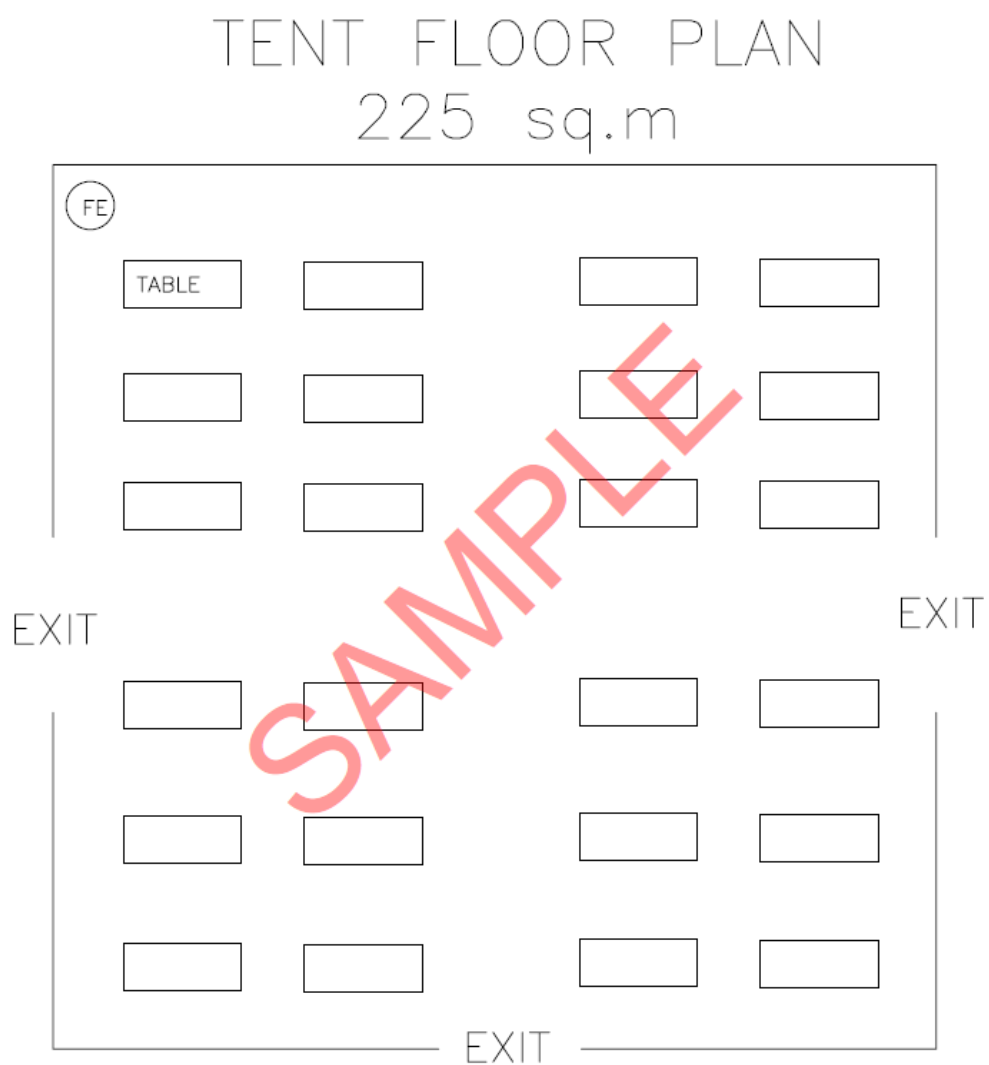
A *demountable support structure* means any structure that:

- Is capable of supporting banners, stage sets, props, sound equipment, lighting equipment or other equipment,
- Is intended to be used for public or private performances or events, other than performances or events associated with movie or television productions,
- Is intended to be erected, assembled or installed for a limited specified time,
- Is capable of being dismantled at its location and moved to be reconstituted elsewhere or is erected for one-time use,
- Is not attached to or located on a *demountable* stage,
- Is not located inside a fully enclosed *building*,
- Is primarily for use by performers and workers, and
- May or may not be mounted on wheels.

A building permit is required where a *demountable support structure* is designed, erected, assembled, installed, and:

- Is more than 3 m in height above adjacent ground level,
- Is designed to carry a superimposed specified load greater than 115 kg, or
- Would create a hazard to the public.

Sample - Floor Plan





Sample - Certificate of Flame Resistance

In most cases, this certificate is issued by the tent supplier.

<h3>Certificate of Flame Resistance</h3> <p>This is to certify that the materials described have been flame-retardant treated (inherently non-inflammable) and were supplied to:</p> <p>Company Incorporated 987 Sample Street Barrie, ON, L4M 4T5</p> <p>Certification is hereby made that: The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of the approved chemical was done in accordance with NFPA 701-04, CPAI 84, CAN/ULC S109-03. The method of the FR chemical application is inherently non-inflammable:</p> <table border="1"><tr><td>Description:</td><td>Tent Fabric Covers 10' wide, 40' wide. Lengths vary.</td></tr></table> <p>Flame retardant process used will not be removed by washing and is effective for the life of the fabric.</p> <table><tr><td><u>Tom Henry</u> Name of Applicator of Flame Resistant Finish</td><td><u>Tom Henry</u> Signature</td></tr></table>		Description:	Tent Fabric Covers 10' wide, 40' wide. Lengths vary.	<u>Tom Henry</u> Name of Applicator of Flame Resistant Finish	<u>Tom Henry</u> Signature
Description:	Tent Fabric Covers 10' wide, 40' wide. Lengths vary.				
<u>Tom Henry</u> Name of Applicator of Flame Resistant Finish	<u>Tom Henry</u> Signature				



Sample - Proposed Occupant Load

You must indicate the Occupant Load directly on the Tent Schedule Form you are using to apply for your permit (TS1, TS2, and/or TS3):

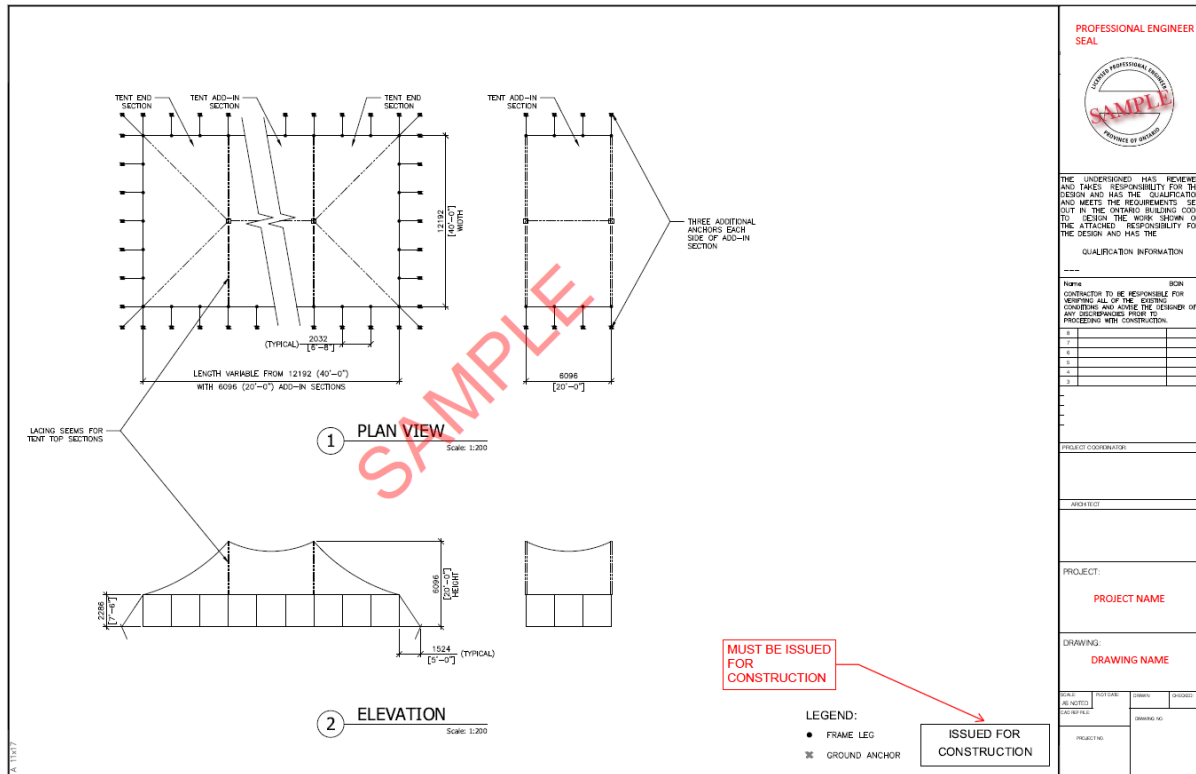
Proposed Occupant Load	Building:	?	HOW MANY PEOPLE?
	Any fenced-in areas:	?	
	Tents:	?	

You must have a specified number of washrooms (toilets) based on the Occupant Load as per the Building Code Sec. 3.14.1.8.:

Number of Persons of Each Sex	Minimum Number of Water Closets (toilets) for Each Sex:
1 to 50	2
51 to 70	3
71 to 90	4
91 to 110	5
111 to 140	6
141 to 180	7
181 to 220	8
221 to 260	9
Over 260	10 plus 1 for each additional increment of 40 persons of each sex in excess of 260



Sample - Drawings



DEMOUNTABLE STAGES



Sample - Building Permit - Schedule 1: Designer Information

SAMPLE - STAGES

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name 123 Example Street		Unit no.	Lot/con.
Municipality Barrie	Postal code ON	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name Deena Designer		Firm Deena's Design	
Street address 321 Design Drive		Unit no.	Lot/con.
Municipality Barrie	Postal code L5T 4Y8	Province ON	E-mail deena@deena.com
Telephone number () phone number	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work: Stage			
D. Declaration of Designer			
I, Deena Designer, declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input checked="" type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: <u>eng / stage</u>			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
Date		Signature Required	
		Signature of Designer	

NOTE:

- For the purposes of this form, "Individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Application for a Permit to Construct or Demolish – Effective January 1, 2011



Sample – Owner Authorization (Property Owner Consent Letter)

Only required when there is not a concurrent special events application.

	OA-BPA City of Barrie - Building Department 70 Collier Street, P.O. Box 400 8th Floor, City Hall Barrie, Ontario, L4M 4T5 705-726-4242				
Owner Authorization - Building Permit Application (Property Owner Consent Letter)					
<div style="border: 1px solid black; padding: 5px;"><div>I,</div><div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Property Owner First Name</div><div style="width: 45%;">Property Owner Last Name</div></div><div style="border-top: 1px solid black; padding-top: 5px;">Company Name (if applicable)</div><div>of,</div><div style="display: flex; justify-content: space-between;"><div style="width: 30%;">Street Address</div><div style="width: 10%;">Unit #</div><div style="width: 20%;">City or Town</div><div style="width: 15%;">Province</div><div style="width: 25%;">Postal Code</div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="width: 30%;">Telephone</div><div style="width: 20%;">Fax</div><div style="width: 50%;">Email</div></div></div>					
hereby give permission to					
<div style="border: 1px solid black; padding: 5px;"><div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Applicant / Authorized Agent First Name</div><div style="width: 45%;">Applicant / Authorized Agent Last Name</div></div><div style="border-top: 1px solid black; padding-top: 5px;">Company Name (if applicable)</div></div>					
to act as my authorized agent to apply for a building permit for					
<div style="border: 1px solid black; padding: 5px;"><div style="display: flex; justify-content: space-between;"><div style="width: 30%;">Street Address</div><div style="width: 10%;">Unit #</div><div style="width: 20%;">City or Town</div><div style="width: 15%;">Province</div><div style="width: 25%;">Postal Code</div></div></div>					
<p style="color: red; font-weight: bold;">This person/company will be responsible for applying for the permit, submitting all required drawings and documentation, and receiving the permit once it has been issued. If the Building Department is made aware of any false information on an application, the building permit may be revoked as per the Ontario Building Code.</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 70%; height: 30px;"></td><td style="width: 30%; height: 30px;"></td></tr><tr><td>Owner Signature (I have the authority to bind the corporation, where applicable)</td><td>Date</td></tr></table>				Owner Signature (I have the authority to bind the corporation, where applicable)	Date
Owner Signature (I have the authority to bind the corporation, where applicable)	Date				
<p>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.</p>					



Sample – Applicable Law Checklist



Applicable Law Checklist

This form confirms required approvals from other agencies for the purposes of building permit issuance

ALC

Application No.	Address	Date
-----------------	---------	------

The *Building Code Act* prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to Building Services.

If the answer is **YES** to any question, the relevant approval documents must be submitted with your permit application. Where any required approval has **NOT** been obtained, the agencies listed on the back of this form must be contacted to obtain approval, and the declaration on the bottom of this form must state this accordingly.

Zoning By-Laws – City Development Services (Planning)	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Is/was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is this site part of a new subdivision? M-plan must be registered prior to permit application.	<input type="checkbox"/>	<input type="checkbox"/>
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>

Planning Approval – City Development Services (Planning)	Yes	No
Is this property regulated by Site Plan Control under Section 41 of the <i>Planning Act</i> ?	<input type="checkbox"/>	<input type="checkbox"/>

Heritage – City Development Services (Planning)	Yes	No
Are you demolishing a building that is listed on the City's heritage inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property located in a heritage district or study area?	<input type="checkbox"/>	<input type="checkbox"/>

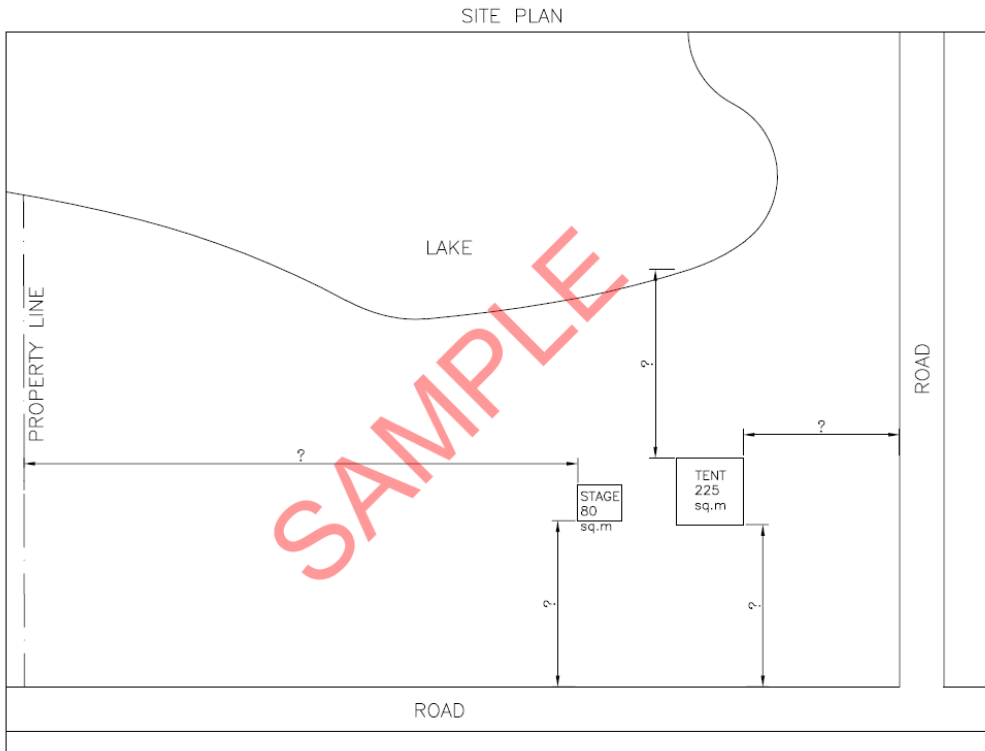
Construction and Fill Permits Nottawasaga Valley or Lake Simcoe Regional Conservation Authority	Yes	No
Is the property located within a regulated area (i.e., abutting a ravine, watercourse, wetland, or shoreline)?	<input type="checkbox"/>	<input type="checkbox"/>



Sample - Commitment to General Review by Architect and Engineers

COMMITMENT TO GENERAL REVIEW BY ARCHITECT AND ENGINEERS			
Ontario Building Code, s.2.2.2.			
Part A: Owner's Undertaking		(This part must be completed by Owner or agent authorized by Owner)	
Project Description:			
Address of Project:		Permit Application No.:	
WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario; (see overleaf)			
NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:			
1. An architect and/or professional engineers have been retained to provide general review of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers of Ontario;			
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and			
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.			
The undersigned hereby certifies that he/she has read and agrees to the above			
Name of Owner:		Date:	
Address of Owner:		Telephone:	
Signature of Owner: (or officer of corporation)		Print Name:	
Name of Prime Consultant: (person coordinating work of all consultants)		Telephone:	
Address:		Fax:	
Part B: Confirmation by Consultants		(This part must be completed by all consultants retained for general review)	
The undersigned architect and/or professional engineer(s) hereby certify that he/she has been retained to provide general review of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers of Ontario. (see overleaf)			
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER (SPECIFY):			
Consultant Name:		Signature:	
Address:		Print Name:	
Telephone:		Fax:	
Date:			
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER (SPECIFY):			
Consultant Name:		Signature:	
Address:		Print Name:	
Telephone:		Fax:	
Date:			
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER (SPECIFY):			
Consultant Name:		Signature:	
Address:		Print Name:	
Telephone:		Fax:	
Date:			
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER (SPECIFY):			
Consultant Name:		Signature:	
Address:		Print Name:	
Telephone:		Fax:	
Date:			
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:			
<input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> SITE SERVICES <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER (SPECIFY):			
Consultant Name:		Signature:	
Address:		Print Name:	
Telephone:		Fax:	
Date:			
STANDARD FORM EAB01/2000 APPROVED BY OAA, PEO and OBOA			
White Copy-FILE Yellow Copy-OWNER			

Sample - Site Plan



All demountable supporting structures regulated by the Building Code (as defined) shall be shown on the site plan.

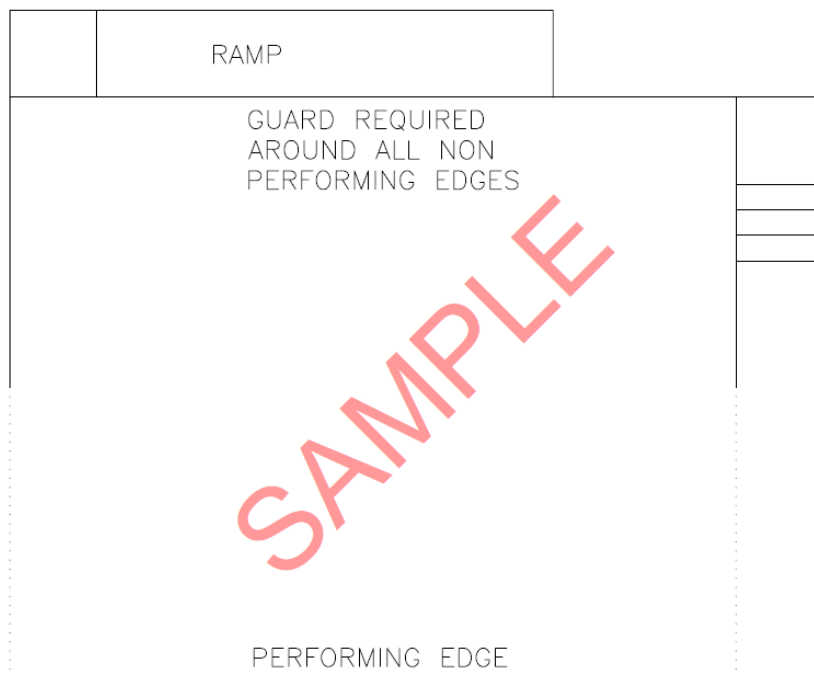
A *demountable support structure* means any structure that:

- Is capable of supporting banners, stage sets, props, sound equipment, lighting equipment or other equipment,
- Is intended to be used for public or private performances or events, other than performances or events associated with movie or television productions,
- Is intended to be erected, assembled or installed for a limited specified time,
- Is capable of being dismantled at its location and moved to be reconstituted elsewhere or is erected for one-time use,
- Is not attached to or located on a *demountable* stage,
- Is not located inside a fully enclosed *building*,
- Is primarily for use by performers and workers, and
- May or may not be mounted on wheels.

A building permit is required where a *demountable support structure* is designed, erected, assembled, installed, and:

- Is more than 3 m in height above adjacent ground level,
- Is designed to carry a superimposed specified load greater than 115 kg, or
- Would create a hazard to the public.

STAGE FLOOR PLAN



All demountable supporting structures regulated by the Building Code (as defined) shall be shown on the site plan.

A *demountable stage* means any structure that:

- Consists of one or more platforms together with any wall, roof, or other structures attached to or located on any of the platforms,
- Is intended to be used for public or private performances or events, other than performances or events associated with movie or television productions,
- Is intended to be erected, assembled or installed for a limited specified time,
- Is capable of being dismantled at its location and moved to be reconstituted elsewhere or is erected for one-time use,
- Is not located inside a fully enclosed *building*,
- Is primarily for use by performers and workers, and
- May or may not be mounted on wheels.

A building permit is required where a *demountable stage* is designed, erected, assembled, installed, and:

- The aggregate area of all platforms of the *demountable stage* is more than 60 m² and any part of its platforms is more than 3 m in height above adjacent ground level,
- The aggregate area of all platforms of the *demountable stage* is more than 225 m², or
- Any part of the platforms or any roof, wall or structure attached to or located on any of the platforms of the *demountable stage* is 5 m or more in height above adjacent ground level.

Sample – Drawings

