

# Temporary Structures

A GUIDE FOR SPECIAL EVENTS APPLICATIONS

PREPARED BY: BUILDING SERVICES



# **Table of Contents**

SPECIAL EVENTS APPLICATION REQUIREMENTS	2
What you need to apply	2
Who to contact	2
How to apply for a Building Permit	3
Inspections	4
On-Site Event Requirements	5
TENTS	7
Sample - Building Permit - Schedule 1: Designer Information Form	8
Sample – Owner Authorization (Property Owner Consent Letter)	9
Sample – Applicable Law Checklist	10
Sample - Commitment to General Review by Architect and Engineers	11
Sample - Site Plan	12
Sample - Floor Plan	13
Sample - Certificate of Flame Resistance	14
Sample - Proposed Occupant Load	15
Sample - Drawings	16
DEMOUNTABLE STAGES	17
Sample - Building Permit - Schedule 1: Designer Information	18
Sample – Owner Authorization (Property Owner Consent Letter)	19
Sample – Applicable Law Checklist	20
Sample - Commitment to General Review by Architect and Engineers	21
Sample - Site Plan	22
Sample - Floor Plan	23
Sample – Drawings	24



#### 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 <a href="mailto:events@barrie.ca">events@barrie.ca</a> or visit our <a href="mailto:Special Events">Special Events</a> 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 <u>Building Services Temporary Structures</u> web page for more information.



#### How to apply for a Building Permit

# Visit <u>eservices.barrie.ca</u> to apply online



#### **Permit Type:**

→ Choose: Building Permits

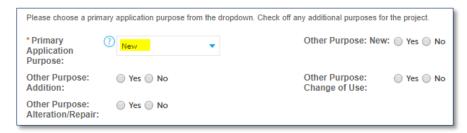


#### **Project Details:**

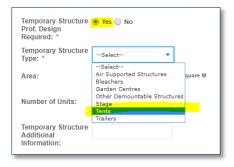
- → Type of Project: Commercial
- → Non-Residential Type: Temporary Structure



#### Primary Application Purpose: New



→ Temporary Structure Questions: Choose your structure type



Use our <u>APLI "How-to" Guide</u> for instructions on the entire online application process and our <u>Electronic Document Submission Standards</u> 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	Completion of:	Online through APLI
Fire Emergency/Exit Lights	Installation of exit signs and emergency lighting	
Fire Extinguishers	Installation of fire extinguishers	Barrie Fire 705-728-3199
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 <u>MUST</u> BE POSTED ON-SITE

	Barrie
BUILDING	PERMIT NUMBER PMT23-00000
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	Plans Examiner DATE 00/00/2023
	For Chief Building Official
	ecting those who live, work, and play in the City of Barrie  Code Act, the Ontario Building Code, and all other applicable laws, regulations, and By-laws.
1	Inspection requests can be made through <u>APLI</u> .
Please p	post this placard in a visible location at the project site.



# **TENTS**



# Sample - Building Permit - Schedule 1: Designer Information Form

A. Pro	oject Information		sponsibility for design activ		
Building	number, street name 123 Exar	nple Street		Unit no.	Lot/con.
Municip	ality Barrie	Postal code ON	Plan number/ other desc	cription	
	dividual who reviews and take		ity for design activities		
1	Deena Designer	•	Firm Deena's Desi		
	ddress 321 Design Drive			Unit no.	Lot/con.
Municip	ality Barrie	Postal code	Province ON	E-mail doop	a@deena.com
Telepho	one number	L5T 4Y8 Fax number	ON	Cell number	a@ueena.com
)	phone number	( )		( )	
C. De Divisio	sign activities undertaken by	individual ide	entified in Section B. [	Building Code T	able 3.5.2.1. of
	House		– House	_	Structural
Н	Small Buildings Large Buildings		g Services ion, Lighting and Power		ng – House ng – All Buildings
	Complex Buildings tion of designer's work		rotection		Sewage Systems
	I review and take responsibiling.	ty for the design		egistered under sub	
	Designer (print nam	ty for the design qualified, and the	e firm is registered, in the	gistered under sub appropriate classes	section 3.2.4.of Divisions/categories.
	I review and take responsibilic, of the Building Code. I am Individual BCIN:  Firm BCIN:  I review and take responsibilic under subsection 3.2.5.of Div	ty for the design qualified, and th ty for the design ision C, of the B	e firm is registered, in the	gistered under sub appropriate classes	section 3.2.4.of Divisions/categories.
Deena I	I review and take responsibility. C, of the Building Code, I am Individual BCIN: Firm BCIN:  I review and take responsibility under subsection 3.2.5.of Div Individual BCIN:  Basis for exemption from Basis for exemption from	ty for the design qualified, and the ty for the design ision C, of the B registration:	and am qualified in the apuilding Code.	egistered under sub appropriate classes propriate category	section 3.2.4.of Divisions/categories.  as an "other designer"
Certify 1.	I review and take responsibility. C, of the Building Code, I am Individual BCIN: Firm BCIN:  I review and take responsibility under subsection 3.2.5.of Div Individual BCIN:  Basis for exemption from Basis for exemption from	ty for the design qualified, and the ty for the design ision C, of the B registration:  om the registration and registration and schedule is true	and am qualified in the aphiliding Code.	egistered under sub appropriate classes propriate category ements of the Build	section 3.2.4.of Divisions/categories.  as an "other designer"
Deena I	I review and take responsibility. C, of the Building Code. I am Individual BCIN:  Firm BCIN:  I review and take responsibility under subsection 3.2.5.of Dividual BCIN:  Basis for exemption from Basis for exemption from Basis for exemption from that:  The information contained in this sell have submitted this application visual and take responsibility.	ty for the design qualified, and the ty for the design ision C, of the B registration:  om the registration and the registration are schedule is true with the knowled	and am qualified in the apuilding Code.  ion and qualification required qualification. Peng / tent to the best of my knowledge and consent of the firm.	egistered under sub appropriate classes propriate category ements of the Build	section 3.2.4.of Divisions/categories.  as an "other designer"
certify 1. 2.	I review and take responsibility. C, of the Building Code, I am Individual BCIN: Firm BCIN:  I review and take responsibility under subsection 3.2.5.of Div Individual BCIN: Basis for exemption from Basis for exemption from that: The information contained in this section is a section of the	ty for the design qualified, and the ty for the design ision C, of the B registration:  om the registration and the registration are schedule is true with the knowled	and am qualified in the apuilding Code.  Ion and qualification required qualification: p eng / tent to the best of my knowledge and consent of the firm.	egistered under sub appropriate classes propriate category ements of the Build	section 3.2.4.of Divisions/categories.  as an "other designer"
certify 1. 2. NOTE:	I review and take responsibility. C, of the Building Code. I am Individual BCIN:  Firm BCIN:  I review and take responsibility under subsection 3.2.5.of Dividual BCIN:  Basis for exemption from Basis for exemption from Basis for exemption from that:  The information contained in this sell have submitted this application visual and take responsibility.	ty for the design qualified, and the ty for the design ision C, of the B registration:  om the registration and registration and schedule is true with the knowled Si	and am qualified in the apuilding Code.  Ion and qualification required qualification: peng / tent to the best of my knowledge and consent of the firm: gnature Require Signature of Designer	egistered under sub appropriate classes propriate category ements of the Build ge.	as an "other designer"



#### Sample - Owner Authorization (Property Owner Consent Letter)

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





City of Barrie - Building Department 70 Collier Street, P.O. Box 400 8th Floor, City Hall Barrie, Ontario, L4M 4T5 705-728-4242

			Building Perm ner Consent Le		n
I,					
Property Owner Firs	t Name		Property Owner Last Na	ame	·
Company Name (if a	applicable)				
of,					
Street Address		Unit#	City or Town	Province	Postal Code
Telephone	Fax		Email		
hereby give pe			Email		
Applicant / Authorize	ed Agent First Name		Applicant / Authorized A	Agent Last Name	
Company Name (if a	applicable)				
to act as my au	thorized age <mark>nt to</mark>	apply for a	building permit fo	or	
Street Address		Unit #	City or Town	Province	Postal Code
and documentat	tion, and receiving any false informatio	the permit of	once it has been is	ssued. If the Bu	all required drawings uilding Department is be revoked as per the
Owner Signature	I have the authority to	bind the corpo	ration, where applicab	le) [	ate
Personal information cor	ntained in this form and sche	edules is collected	under the authority of subse	ection 8(1.1) of the Build	ding Code Act, 1992, and will

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, MSG 2E5 (416) 585-6868.



## Sample - Applicable Law Checklist

Application No.	Address	Date	
demolition will con will help you to de review can be esta	e Act prohibits the issuance of a building permit if the proposed contravene an applicable law as defined by the Building Code. The etermine if an applicable law applies to your project. No timeframe ablished until all required applicable law approvals are completed abmitted to Building Services.	questions belo e for building p	ow erm
ermit application. ack of this form r	ES to any question, the relevant approval documents must be su . Where any required approval has NOT been obtained, the ager must be contacted to obtain approval, and the declaration on the	ncies listed on	the
nust state this ac	cordingly.		
	s – City Development Services (Planning)	Yes	No
Zoning By-Laws		Yes	No
Zoning By-Laws	s – City Development Services (Planning)		
Zoning By-Laws Is/was relief requ Is/was rezoning r	s – City Development Services (Planning) uired to permit a minor zonin <mark>g va</mark> riance in y <mark>ou</mark> r proposal?		
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application.	s – City Development Services (Planning)  uired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?		
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se	s – City Development Services (Planning)  sired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?		
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se	s – City Development Services (Planning)  uired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit		
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se	s – City Development Services (Planning)  sired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?	Yes	
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se Planning Appro Is this property re	s – City Development Services (Planning)  uired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?  val – City Development Services (Planning)  egulated by Site Plan Control under Section 41 of the Planning A	Yes	No.
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se Planning Appro Is this property re	s – City Development Services (Planning)  irred to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?  eval – City Development Services (Planning)  egulated by Site Plan Control under Section 41 of the Planning A	Yes Yes	No
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se  Planning Appro Is this property re  Heritage – City I Are you demolish	s – City Development Services (Planning)  ired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?  eval – City Development Services (Planning)  egulated by Site Plan Control under Section 41 of the Planning A  Development Services (Planning)  hing a building that is listed on the City's heritage inventory?	Yes Yes	No
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se  Planning Appro Is this property re  Heritage — City I Are you demolish Is the building de	s – City Development Services (Planning)  ired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?  Ival – City Development Services (Planning)  egulated by Site Plan Control under Section 41 of the Planning A  Development Services (Planning)  hing a building that is listed on the City's heritage inventory?  esignated or in the process of being designated?	Yes Yes	No
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se  Planning Appro Is this property re  Heritage — City I Are you demolish Is the building de	s – City Development Services (Planning)  ired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?  eval – City Development Services (Planning)  egulated by Site Plan Control under Section 41 of the Planning A  Development Services (Planning)  hing a building that is listed on the City's heritage inventory?	Yes Yes	No
Zoning By-Laws Is/was relief requ Is/was rezoning r Is this site part of application. Are municipal se  Planning Appro Is this property re  Heritage — City I Are you demolish Is the building de	s – City Development Services (Planning)  uired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?  equival – City Development Services (Planning)  egulated by Site Plan Control under Section 41 of the Planning A  Development Services (Planning)  hing a building that is listed on the City's heritage inventory?  esignated or in the process of being designated?  acated in a heritage district or study area?	Yes Yes	No
Is/was relief requisivas rezoning ris this site part of application.  Are municipal se  Planning Appro Is this property re  Heritage — City If Are you demolish is the building de is the property to Construction an Nottawasaga Val	s – City Development Services (Planning)  uired to permit a minor zoning variance in your proposal?  required to permit the proposed building or land use?  f a new subdivision? M-plan must be registered prior to permit  rvices required but not yet completed or available?  equival – City Development Services (Planning)  egulated by Site Plan Control under Section 41 of the Planning A  Development Services (Planning)  hing a building that is listed on the City's heritage inventory?  esignated or in the process of being designated?  acated in a heritage district or study area?	Yes  Yes  Yes	No

10 14 May 2024

1 of 6

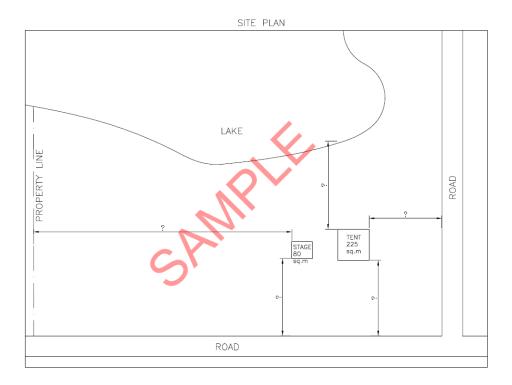


# Sample - Commitment to General Review by Architect and Engineers

Project Description	's Undertaking n:	ı	(This p	art must be comp	leted by Owne	er or agent authorized by Owne
Address of Project	t.			Permit Applicat	ion No.:	
professional engine NOW THEREFORE the 1. An architect a whether the o permit, in acco 2. All general re 3. Should any n Building Offici	eer or both that are Owner, being the p and/or professional construction is in g ordance with the per view reports by the etained architect of	licensed to practice erson who intends to engineers have bee eneral conformity wi erformance standards architect and/or prof or professional engin or writing immediately,	in Ontario; (see over construct or have the in retained to provide the plans and oth s of the Ontario Asso essional engineers we eer cease to provide	le building construe general review of the documents that clation of Architect fill be forwarded price general review	cted hereby worf the construct form the basts and/or Proferomptly to the for any reaso	ring construction by an architecturing construction of the building to determine the following to determine the following the following construction of the building construction, the Chiles building construction, the Chiles that general review continues that general review continues.
N	The under	rsigned hereby ce	rtifies that he/she	has read and a		ahove
Name of Owner: Address of Owner:					Date:	
Signature of Owner:			Print Name:		Fax:	
or officer of corporation Name of Prime Cons	n)		- tes malic.		Telephone	•
(person coordinating w Address:					Fax:	-
Address:			Telephone:		F	D.L.
						Date: lowing parts of construction:
The undersigned  ARCHITECTURAL  Consultant Name:	f hereby certifies	that he/she has be	en retained to pro MECHANICAL Signature:	vide general revi	lew of the fol	lowing parts of construction:
ARCHITECTURAL			☐ MECHANICAL		lew of the fol	iowing parts of construction:
DARCHITECTURAL Consultant Name: Address: The undersigned	STRUCTURAL  I hereby certifies	D sife services	Signature: Telephone:	Vide general revi	Print Fax:	igwing parts of construction: specific specific Dete: lowing parts of construction:
□ ARCHITECTURAL Consultant Name:  Address:  The undersigned □ ARCHITECTURAL	STRUCTURAL	SITE SERMOES	Signature: Telephone:	I ELECTRICAL	Print Fax:	igwing parts of construction: specific specific Dete: lowing parts of construction:
Address: The undersigned Anouttert Name: Consultant Name: Consultant Name:	STRUCTURAL  I hereby certifies	D sife services	Signature: Telephone: en retained to pro	Vide general revi	Print Fax:	lowing parts of construction: seteirn Name: Date: lowing parts of construction: seteirn
Consultant Name:  Address:  The undersigned Consultant Name:  Address:  The undersigned Consultant Name:  Address:  The undersigned Consultant Name:  Address:	I hereby certifies STRUCTURAL	that he/she has be	Telephone:  Telephone:  Telephone:  Telephone:  Telephone:  Telephone:  Telephone:	Vide general rev	Fax: Print Point Fax:    OTHER (   Print   Fax:   Print   Fax:   Print   Print	lowing parts of construction: securin .Name:  Date: lowing parts of construction: securin: Name:  Date: lowing parts of construction:
Consultant Name: Address: The undersigned Consultant Name: Consultant Name: Address: The undersigned Consultant Name: Address: The undersigned Consultant Name:	STRUCTURAL  Thereby certifies  STRUCTURAL	that he/she has be	Telephone: en retained to pro menusease Signature: Telephone: Telephone:	Vide general rev	Fax:  Fax:	lowing parts of construction: securin .Name:  Date: lowing parts of construction: securin: Name:  Date: lowing parts of construction:
Consultant Name: Address: The undersigned Consultant Name: Address: Address: The undersigned Consultant Name: Address: The undersigned Consultant Name: Consultant Name:	I hereby certifies STRUCTURAL	that he/she has be	Telephone:  en retained to pro  MECHANICAL  Signature:  Telephone:  Telephone:  en retained to pro  MECHANICAL	Vide general rev	Fax:  Fax:	lowing parts of construction:  SPECIFIC  Date:  Lowing parts of construction:  SPECIFIC  Name:  Date:  Lowing parts of construction:  SPECIFIC  Lowing parts of construction:  SPECIFIC  SPECIFIC
Consultant Name: Address: The undersigned Canoultant Name: Address: Address: Address: The undersigned Canoultant Name: Address: The undersigned Consultant Name: Address: The undersigned	STRUCTURAL     hereby certifies   STRUCTURAL     hereby certifies   STRUCTURAL	that he/she has be	Telephone:  en retained to pro  memory  Signature:  Telephone:  Telephone:  en retained to pro  meconamical  Signature:  Telephone:  Telephone:  Telephone:	Vide general rev	Fax:  lew of the following prints  Fax:	Iowing parts of construction:  ARCHITE  Name:  Date:  Iowing parts of construction:  SPECIFIE  Date:  Iowing parts of construction:  SPECIFIE  Name:  Date:  Iowing parts of construction:  SPECIFIE  Name:  Date:  Iowing parts of construction:
Consultant Name: Address: The undersigned Canoultant Name: Address: Address: The undersigned Canoultant Name: Address: The undersigned Canoultant Name: Address: The undersigned Canoultant Name:	J hereby certifies STRUCTURAL  J hereby certifies STRUCTURAL	that he/she has be	Telephone:	Vide general rev	Fax: iew of the foi print Fax: iew of the foi officer Print Fax: iew of the foi officer Print Fax: iew of the foi officer Offi	Iowing parts of construction:  ARCHITE  Name:  Date:  Iowing parts of construction:  SPECIFIE  Date:  Iowing parts of construction:  SPECIFIE  Name:  Date:  Iowing parts of construction:  SPECIFIE  Name:  Date:  Iowing parts of construction:
Consultant Name: Address: The undersigned Cancellant Name: Consultant Name: Consultant Name: Consultant Name:	STRUCTURAL     hereby certifies   STRUCTURAL     hereby certifies   STRUCTURAL	that he/she has be	Telephone:	Vide general rev	Fax: iew of the foi print Fax: iew of the foi officer Print Fax: iew of the foi officer Print Fax: iew of the foi officer Offi	lowing parts of construction:  ##GIFFE  Date:  lowing parts of construction: ##GIFFE  Date:  Lowing parts of construction: ##GIFFE  Name:  Date:  Date:  Lowing parts of construction: ##GIFFE  Name:  Date:  Lowing parts of construction: ##GIFFE
Consultant Name: Address: The undersigned Canoultant Name: Address: Address: Address: Address: Address: Address: Address:	I hereby certifies STRUCTURAL	that he/she has be	Telephone:	Vide general rev  HECTRICAL  VIDE GENERAL	Fax:  ew of the foi print  Fax:  fax:	lowing parts of construction: SPECIFIC  Date:  Date:  Date:  Date:  iowing parts of construction: SPECIFIC  Name:  Date:  Lead of construction: SPECIFIC  Name:  Date:  Date:  Lead of construction: SPECIFIC  Name:  Date:  Date:
Consultant Name: Address: The undersigned Consultant Name:	I hereby certifies STRUCTURAL  I hereby certifies STRUCTURAL  I hereby certifies STRUCTURAL	that he/she has be street semmes	Telephone:  Telephone:	Vide general rev HECTRICAL  VIDE GENERAL REPORTED TO THE CONTROL  VID	Fax:  lew of the foi print  Fax:  lew of the foi office of the foi	lowing parts of construction: SPECIFIC  Date:  Date:  Date:  Date:  iowing parts of construction: SPECIFIC  Name:  Date:  Lead of construction: SPECIFIC  Name:  Date:  Date:  Lead of construction: SPECIFIC  Name:  Date:  Date:



#### 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

# TENT FLOOR PLAN 225 sq.m (FE) TABLE EXIT EXIT EXIT



#### Sample - Certificate of Flame Resistance

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

# Certificate of Flame Resistance

This is to certify that the materials described have been flame-retardant treated (inherently non-inflammable) and were supplied to:

Company Incorporated 987 Sample Street Barrie, ON, L4M 4T5

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 \$109-03. The method of the FR chemical application is inherently non-inflammable:

Description: Tent Fabric Covers 10' wide, 40' wide. Lengths vary.

Flame retardant process used will not be removed by washing and is effective for the life of the fabric.

Tom Henry

Name of Applicator of Flame Resistant Finish

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):

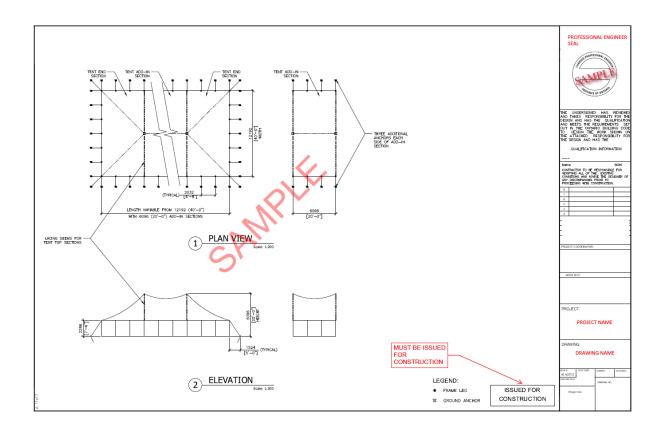
Proposed Occupant	Building:	?	
Proposed Occupant	Any fenced-in areas:	?	HOW MANY PEOPLE?
Load	Tents:	?	

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

A. Project Information			sponsibility for design activiti		rrespect	to the project.
Building number, street name 123 Exan	nple	Street		Un	it no.	Lot/con.
Municipality Barrie		al code	Plan number/ other descri	ption		
B. Individual who reviews and takes		onsibili	ty for design activities			
Name Deena Designer			Firm Deena's Desig	n		
Street address 321 Design Drive				Unit	no.	Lot/con.
Municipality Barrie	Post	al code	Province ON	E-m	<sup>iail</sup> deei	na@deena.com
Telephone number	Favn	umber		Cell	number	
C. Design activities undertaken by i	١,	dual ide	ntified in Section B (B)	uildin	n Code	Table 3.5.2.1 of
Division C]	iliaivi.			unum		
House Small Buildings			– House g Services	H		ng Structural ing – House
Large Buildings			on, Lighting and Power			ing – All Buildings
Complex Buildings Description of designer's work		Fire Pr	otection		On-sit	e Sewage Systems
C, of the Building Code, I am of Individual BCIN:	qualifie		work on behalf of a firm regi e firm is registered, in the ap			
Individual BCIN:  Firm BCIN:  I review and take responsibilit under subsection 3.2.5.of Dividual BCIN:  Basis for exemption from  The design work is exempt from Basis for exemption from	y for th sion C registr om the registr	e design of the Bo	and am qualified in the appruilding Code.	opropriate	ate class	es/categories. y as an "other designer"
Individual BCIN:  Firm BCIN:  I review and take responsibilit under subsection 3.2.5.of Dividual BCIN:  Basis for exemption from  The design work is exempt from Basis for exemption from Certify that:	y for the sion C registrem the registrem chedul	e design, of the Bration:	and am qualified in the appruilling Code.  on and qualification requirent qualification: P eng / stage to the best of my knowledge	opropriate	ate class	es/categories. y as an "other designer"
Individual BCIN:  Firm BCIN:  I review and take responsibility under subsection 3.2.5.of Divided Individual BCIN:  Basis for exemption from Basis for exemption from Basis for exemption from I certify that:  1. The information contained in this s	y for the sion C registrem the registrem chedul	e design, of the Bration:	and am qualified in the appruilding Code.  on and qualification requiren qualification: p eng / stage to the best of my knowledge ge and consent of the firm.	opropriate	ate class	es/categories. y as an "other designer"
Individual BCIN:  Firm BCIN:  I review and take responsibility under subsection 3.2.5.of Divided Individual BCIN:  Basis for exemption from Basis for exemption from I certify that:  1. The information contained in this section with the submitted this application with the section BCIN:  I have submitted this application with the section BCIN:  I have submitted this application with the section BCIN:  I have submitted this application with the section BCIN:  I have submitted this application with the section BCIN:  I have submitted this application with the section BCIN:  I have submitted this application with the section BCIN:  I have submitted this application BCIN:  I have submitted BCIN:  I have submitted this application BCIN:  I have submitted this application BCIN:  I have submitted BCIN:  I have submitted this application BCIN:  I have submitted BCIN:  I have	y for the sion C registrem the registrem chedul	e design, of the Bration:	and am qualified in the appruilding Code.  on and qualification required qualification: p eng / stage to the best of my knowledge ge and consent of the firm. gnature Required	opropriate	ate class	es/categories. y as an "other designer"
Individual BCIN: Firm BCIN:  I review and take responsibility under subsection 3.2.5.of Divided Individual BCIN:  Basis for exemption from Basis for exemption from Basis for exemption from I certify that:  1. The information contained in this section was a submitted this application was bate.	y for the registr means to the control of the contr	e design of the Boation: registration and le is true to knowledge Si older of a lequired to	and am qualified in the appruilled in and qualification required to the best of my knowledge and consent of the firm.  gnature Required in the signature of Designer  "referred to in Clause 3.2.4.7(1) ubsections 3.2.4. and 3.2.5. of the completed by a holder of a libroried in the completed by a holder of a libroried in the signature of a libroried in the signature of a libroried in the signature of the signature of a libroried in the signature of the signa	popropriate  repriate  nents c	e categor of the Bui	es/categories.  y as an "other designer"  Iding Code.  Article 3.2.5.1. of Division (



#### Sample - Owner Authorization (Property Owner Consent Letter)

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





City of Barrie - Building Department 70 Collier Street, P.O. Box 400 8th Floor, City Hall Barrie, Ontario, L4M 4T5 705-726-4242

I,					
Property Owner First Na	me		Property Owner Last Na	ame	•
Company Name (if applic	cable)				
of,					
Street Address		Unit #	City or Town	Province	Postal Code
Telephone	Fax		Email		
hereby give permi	ssion to				
Applicant / Authorized Ag	gent First Name		Applicant / Authorized A	Agent Last Name	
Company Name (if applic	cable)				
Company Name (if applicate act as my author		apply for a l	building permit fo	or	
		apply for a l	building permit fo	or	
		o apply for a l	building permit for City or Town	<b>OF</b> Province	Postal Code
Street Address This person/compa	ny will be resp	Unit# onsible for ap	City or Town oplying for the pen	Province mit, submitting ssued. If the B	Postal Code all required drawing uilding Department be revoked as per th
Street Address This person/compa and documentation made aware of any	ny will be resp	Unit# onsible for ap	City or Town oplying for the pen	Province mit, submitting ssued. If the B	all required drawing

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) 585-6866.



## <u>Sample – Applicable Law Checklist</u>

Barrie Applicable Law Checklist  This form confirms required approvals from other agencies for the purposes of building permit issuance	Al	LC
Application No. Address Date	Э	
The Building Code Act prohibits the issuance of a building permit if the proposed constitution will contravene an applicable law as defined by the Building Code. The questial help you to determine if an applicable law applies to your project. No timeframe for review can be established until all required applicable law approvals are completed and documents are submitted to Building Services.  If the answer is YES to any question, the relevant approval documents must be submit permit application. Where any required approval has NOT been obtained, the agencies back of this form must be contacted to obtain approval, and the declaration on the botter.	stions belo building p d the appro ted with yo s listed on	ermi oval our the
nust state this accordingly.		
Zoning Du Louis - City Douglament Consists (Diaming)	Vaa	Ma
Zoning By-Laws – City Development Services (Planning)	Yes	
Is/was relief required to permit a minor zoning variance in your proposal?		No
Is/was relief required to permit a minor zoning variance in your proposal? Is/was rezoning required to permit the proposed building or land use? Is this site part of a new subdivision? M-plan must be registered prior to permit		
Is/was relief required to permit a minor zoning variance in your proposal? Is/was rezoning required to permit the proposed building or land use?		
Is/was relief required to permit a minor zoning variance in your proposal? Is/was rezoning required to permit the proposed building or land use? Is this site part of a new subdivision? M-plan must be registered prior to permit application. Are municipal services required but not yet completed or available?		
Is/was relief required to permit a minor zoning variance in your proposal? Is/was rezoning required to permit the proposed building or land use? Is this site part of a new subdivision? M-plan must be registered prior to permit application. Are municipal services required but not yet completed or available?  Planning Approval – City Development Services (Planning)		
Is/was relief required to permit a minor zoning variance in your proposal? Is/was rezoning required to permit the proposed building or land use? Is this site part of a new subdivision? M-plan must be registered prior to permit application. Are municipal services required but not yet completed or available?		
Is/was relief required to permit a minor zoning variance in your proposal?  Is/was rezoning required to permit the proposed building or land use?  Is this site part of a new subdivision? M-plan must be registered prior to permit application.  Are municipal services required but not yet completed or available?  Planning Approval – City Development Services (Planning)  Is this property regulated by Site Plan Control under Section 41 of the Planning Act?		No
Is/was relief required to permit a minor zoning variance in your proposal? Is/was rezoning required to permit the proposed building or land use? Is this site part of a new subdivision? M-plan must be registered prior to permit application. Are municipal services required but not yet completed or available?  Planning Approval – City Development Services (Planning) Is this property regulated by Site Plan Control under Section 41 of the Planning Act?  Heritage – City Development Services (Planning)	U Ves	No
Is/was relief required to permit a minor zoning variance in your proposal?  Is/was rezoning required to permit the proposed building or land use?  Is this site part of a new subdivision? M-plan must be registered prior to permit application.  Are municipal services required but not yet completed or available?  Planning Approval – City Development Services (Planning)  Is this property regulated by Site Plan Control under Section 41 of the Planning Act?  Heritage – City Development Services (Planning)  Are you demolishing a building that is listed on the City's heritage inventory?	U Ves	No
Is/was relief required to permit a minor zoning variance in your proposal? Is/was rezoning required to permit the proposed building or land use? Is this site part of a new subdivision? M-plan must be registered prior to permit application. Are municipal services required but not yet completed or available?  Planning Approval – City Development Services (Planning)	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?  Is/was rezoning required to permit the proposed building or land use?  Is this site part of a new subdivision? M-plan must be registered prior to permit application.  Are municipal services required but not yet completed or available?  Planning Approval – City Development Services (Planning)  Is this property regulated by Site Plan Control under Section 41 of the Planning Act?  Heritage – City Development Services (Planning)  Are you demolishing a building that is listed on the City's heritage inventory?  Is the building designated or in the process of being designated?  Is the property located in a heritage district or study area?	Yes	No O
Is/was relief required to permit a minor zoning variance in your proposal?  Is/was rezoning required to permit the proposed building or land use?  Is this site part of a new subdivision? M-plan must be registered prior to permit application.  Are municipal services required but not yet completed or available?  Planning Approval – City Development Services (Planning)  Is this property regulated by Site Plan Control under Section 41 of the Planning Act?  Heritage – City Development Services (Planning)  Are you demolishing a building that is listed on the City's heritage inventory?  Is the building designated or in the process of being designated?  Is the property located in a heritage district or study area?  Construction and Fill Permits	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?  Is/was rezoning required to permit the proposed building or land use?  Is this site part of a new subdivision? M-plan must be registered prior to permit application.  Are municipal services required but not yet completed or available?  Planning Approval – City Development Services (Planning)  Is this property regulated by Site Plan Control under Section 41 of the Planning Act?  Heritage – City Development Services (Planning)  Are you demolishing a building that is listed on the City's heritage inventory?  Is the building designated or in the process of being designated?  Is the property located in a heritage district or study area?	Yes	No

20 14 May 2024

1 of 6

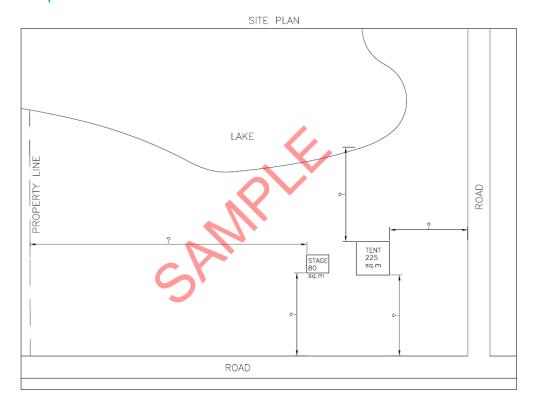


# Sample - Commitment to General Review by Architect and Engineers

Part A: Owner's Undertaking Project Description:			(This part must be completed by Owner or agent authorized by Owner)			
Address of Project			Permit Application No.:			
orofessional engine  IOW THEREFORE the ( I. An architect a whether the co- permit, in acco 2. All general rev 3. Should any re Building Officia	eer or both that are Owner, being the po- ind/or professional construction is in ge ordance with the per view reports by the a etained architect or	icensed to practice I erson who intends to engineers have bee ineral conformity wit formance standards architect and/or profe professional engine writing immediately,	n Ontario; (see over construct or have th n retained to provide th the plans and oth of the Ontario Asso- essional engineers we eer cease to provide	leaf) e building construct e general review o er documents that clation of Architect iii be forwarded pri e general review	thed hereby wa f the construct form the bas s and/or Profe omptly to the ( for any reaso	ing construction by an architect, arrants that: tion of the building to determine is for the issuance of a building is for the issuance of a building sssional Engineers of Ontario; Chief Building Officia, and in during construction, the Chief so that general review continues
Name of Owner:	The under	signed hereby cer	tifies that he/she	has read and as	rees to the a	ahove
Address of Owner:					Telephone	::
Signature of Owner: or officer of corporation	0		Print Name:		Fax:	
Name of Prime Consultant: person coordinating work of all consultants) Address:			Telephone: Fax:			
The undersigned ARCHITECTURAL Consultant Name:	STŔUCTURAL	hat he/she has be	Signature: Telephone:	<u> </u>	Print	lowing parts of construction: SMBIFE Name: Date: Option parts of construction:
ARCHITECTURAL Consultant Name:	STRUCTURAL	SITE SERMOES	MECHANICAL Signature:	LELECTRICAL	OTHER (	
Address:			Telephone:		Fax:	Date:
The undersigned	hereby certifies t	hat he/she has be site sermoes	☐ MECHANICAL	ide general revi	OTHER C	
) ARCHITECTURAL			Signature:		Print	Name:
) ARCHITECTURAL						Date:
JARCHITECTURAL Consultant Name:			Telephone:		Fax:	
DARCHITECTURAL Consultant Name: Iddress:	hereby certifies t	hat he/she has be		ride general revi		lowing parts of construction:
O ARCHITECTURAL Consultant Name: Address:			en retained to prov	vide general revi	ew of the fol	lowing parts of construction:
Consultant Name:  Iddress:  The undersigned Consultant Name:			en retained to prov	vide general revi <b>G ELECTRICAL</b>	ew of the fol	iowing parts of construction:
Jarchitectural Consultant Name: iddress: The undersigned Jarchitectural Consultant Name: iddress: The undersigned The undersigned The undersigned	STRUCTURAL	SITE SERMICES	en retained to prov MECHANICAL Signature: Telephone:	□ ELECTRICAL	ew of the foll OTHER C Print	iowing parts of construction: SMBUTE Name: Date: lowing parts of construction:
DARCHITECTURAL Consultant Name: iddress: If he undersigned DARCHITECTURAL Consultant Name: iddress: If he undersigned DARCHITECTURAL DARCHITECTURAL	STRUCTURAL hereby certifies t	SITE SERMICES	en retained to prov  MECHANICAL  Signature:  Telephone:  en retained to prov	de general revi	ew of the foll Print Fax:  ew of the foll OTHER 0	iowing parts of construction: SMBUTE Name: Date: lowing parts of construction:
DARCHITECTURAL Consultant Name: iddress:  The undersigned DARCHITECTURAL Consultant Name: iddress: The undersigned DARCHITECTURAL Consultant Name: Consultant Name:	STRUCTURAL hereby certifies t	SITE SERMICES	en retained to prov  MECHANICAL  Signature:  Telephone:  en retained to prov  MECHANICAL	de general revi	ew of the foll Print Fax:  ew of the foll OTHER 0	lowing parts of construction: SPERFE  Dele:  Covering parts of construction: SPERFE
DARCHITECTURAL Consultant Name: Iddress: The undersigned DARCHITECTURAL Consultant Name: Iddress: The undersigned DARCHITECTURAL Consultant Name: Address: Address: Address: Address: Address:	hereby certifies t	arte semmons hat he/she has be	en retained to prov  MECHANICAL  Signature:  Telephone: en retained to prov  MECHANICAL  Signature:  Telephone: en retained to prov  MECHANICAL  MECHANICAL  MECHANICAL  MECHANICAL  MECHANICAL	de general revi	Print  Fax:  ew of the foil  OTHER 0  Print  Fax:  ew of the foil  oTHER 0  oTHER 0	lowing parts of construction: SMEIFE Name:  Date:  Owing parts of construction: SMEIFE Name:  Date:  Owing parts of construction:
DAROHITETURAL Consultant Name: Iddress: The undersigned DAROHITETURAL Consultant Name: Iddress: The undersigned DAROHITETURAL Consultant Name: Iddress: Iddr	hereby certifies to structural.	hat he/she has be	en retained to prov  MEDIAMICAL Signature:  Telephone: en retained to prov MEDIAMICAL Signature:  Telephone: en retained to prov mediamical signature:	ILECTRICAL  VIde general revi	Print  Fax:  ew of the foil  OTHER 0  Print  Fax:  ew of the foil  oTHER 0  oTHER 0	iowing parts of construction: SMEUTE Name:  Dete:  lowing parts of construction: SMEUTE Name:  Date:  Lowing parts of construction: SMEUTE  Date:  Lowing parts of construction: SMEUTE



#### 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.

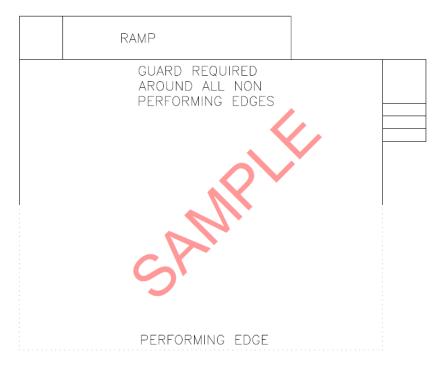
A building permit is required where a *demountable support structure* is designed, erected, assembled, installed, and:

- 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

# 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 m<sup>2</sup> 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 m<sup>2</sup>, 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

