



# Temporary Structures

**A GUIDE FOR SPECIAL EVENTS APPLICATIONS**

**PREPARED BY: BUILDING SERVICES**



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# SPECIAL EVENTS APPLICATION REQUIREMENTS

What you will 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](mailto: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.



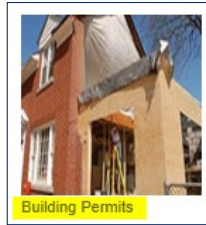
## How to apply for a Building Permit

Visit [barrie.ca/APLI](http://barrie.ca/APLI) 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:

Non-Residential Type: \*

Primary Application Purpose: New

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

\* Primary Application Purpose:

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 Prof. Design Required: \*  Yes  No

Temporary Structure Type: \*

Area:  square M

Number of Units:

Temporary Structure Additional Information:

*(Dropdown menu options: 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:	Who to Contact:
<b>FINAL</b>	Completion of: <ul style="list-style-type: none"><li>• Construction;</li><li>• Anchorage;</li><li>• Occupancy;</li><li>• Structural framing via Engineer's Report (<i>if required</i>);</li><li>• Washroom requirements; and</li><li>• Barrier-free access</li></ul>	<a href="#">Service Barrie</a> 705-726-4242 <a href="mailto:ServiceBarrie@Barrie.ca">ServiceBarrie@Barrie.ca</a>
<b>FIRE SEPARATION</b>	Verification of: <ul style="list-style-type: none"><li>• The flame spread rating for tent fabrics</li></ul> Completion of all: <ul style="list-style-type: none"><li>• Exit signs;</li><li>• Emergency lighting;</li><li>• Fire routes; and</li><li>• Fire protection systems (fire extinguishers)</li></ul>	<a href="#">Barrie Fire</a> 705-728-3199 <a href="mailto:Fire.Prevention@Barrie.ca">Fire.Prevention@Barrie.ca</a>



## 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 the Fire Department
- 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 are to 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 FIREWATCH 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**

<b>BUILDING PERMIT NUMBER <u>PMT19-000000</u></b>	
MUN.ADDRESS	<b>123 EXAMPLE STREET</b>
UNIT NO.	<input type="text"/> LOT NO.
PURPOSE	<b>TEMPORARY STRUCTURE PERMIT</b>
PROJECT DESCRIPTION	<b>SPECIAL EVENT: Main Stage - South Shore - Stage – Pretend Event tent - 50 x 30 – Other Tent - 30 X 75</b>
PROPERTY DESCRIPTION	<b>CON 5 PT LOT 24 PT LOT 25 CL 2078 PCL 1 TO 11</b>
ISSUED BY	<b><u>Plans Examiner</u></b> DATE <b><u>07/29/2019</u></b> for Chief Building Official
Protecting the Occupants of Barrie's Buildings All work must comply with the Building Code Act, the Ontario Building Code and all other applicable laws, Regulations and bylaws. 48 Hours notification is required for all required inspections. Please call (705) 739-4231 to request inspections. Please post this card in a conspicuous location at the project site.	



# TENTS





Sample - Building Permit - Application Page 1

**SAMPLE - TENTS**

**Application for a Permit to Construct or Demolish**

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority					
Application number:			Permit number (if different):		
Date received:			Roll number:		
Application submitted to: <u>CITY OF BARRIE</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>					
A. Project information					
Building number, street name			Unit number	Lot/con.	
123 Example Street					
Municipality		Postal code	Plan number/other description		
Barrie		L4M 4T5			
Project value est. \$			Area of work (m <sup>2</sup> )		
10,000			74		
B. Purpose of application					
<input checked="" type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit					
Proposed use of building			Current use of building		
Event			Park Land		
Description of proposed work					
Erection of 20' x 40' tent for "Pretend Event" running from (start date) to (end date).					
C. Applicant					
Applicant is:		Owner or		<input checked="" type="checkbox"/> Authorized agent of owner	
Last name		First name		Corporation or partnership	
Smith		Jane		Company Name	
Street address				Unit number	Lot/con.
5 Street Name				201	
Municipality		Postal code	Province	E-mail	
Barrie		L8Z 3B9	On	add email	
Telephone number		Fax	Cell number		
( ) phone number		( )	( )		
D. Owner (if different from applicant)					
Last name		First name		Corporation or partnership	
Owner		Michael			
Street address				Unit number	Lot/con.
22 Street Lane					
Municipality		Postal code	Province	E-mail	
Barrie		L9Z 4N7	On	add email	
Telephone number		Fax	Cell number		
( ) phone number		( )	( )		

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



Sample - Building Permit - Application Page 2

<b>E. Builder (optional)</b>			
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 ( )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>			
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			
<b>G. Required Schedules</b>			
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
<b>H. Completeness and compliance with applicable law</b>			
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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 checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>			
I, <u>Jane Smith</u> (print name) declare that:			
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.			
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.			
Enter Date		<b>Signature Required</b>	
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.



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.

<b>A. Project Information</b>			
Building number, street name		123 Example Street	Unit no.
Municipality		Barrie	Postal code
		ON	Plan number/ other description
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Deena Designer	Firm
		Deena's Design	
Street address		321 Design Drive	Unit no.
Municipality		Barrie	Postal code
		LST 4Y8	Province
		ON	E-mail
			deena@deena.com
Telephone number		phone number	Fax number
( )		( )	( )
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/>	House	<input type="checkbox"/>	HVAC – House
<input type="checkbox"/>	Small Buildings	<input type="checkbox"/>	Building Services
<input type="checkbox"/>	Large Buildings	<input type="checkbox"/>	Detection, Lighting and Power
<input type="checkbox"/>	Complex Buildings	<input type="checkbox"/>	Fire Protection
<input type="checkbox"/>		<input type="checkbox"/>	Building Structural
<input type="checkbox"/>		<input type="checkbox"/>	Plumbing – House
<input type="checkbox"/>		<input type="checkbox"/>	Plumbing – All Buildings
<input type="checkbox"/>		<input type="checkbox"/>	On-site Sewage Systems
Description of designer's work			
Tent			
<b>D. Declaration of Designer</b>			
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>P eng / tent</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		<b>Signature Required</b>	
		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 - Property Owner Consent Letter



City of Barrie  
70 Collier Street, 8th Floor  
Barrie, Ontario, L4M 4T5  
705-726-4242

**PLANNING & BUILDING SERVICES DEPARTMENT**  
**BUILDING BRANCH**

DATE: \_\_\_\_\_

I, \_\_\_\_\_ hereby give permission to \_\_\_\_\_  
(NAME OF PROPERTY OWNER) (APPLICANT OR AUTHORIZED AGENT)

to act as my authorized agent to apply for a building permit for:

\_\_\_\_\_  
(PROJECT PROPERTY ADDRESS)

SAMPLE

This person/company will be responsible for applying for the permit, submitting all required drawings, and picking up the permit once it has been issued.

If the Building Department is made aware of any false information on an application, the building permit can be revoked as per the Ontario Building Code.

**TO BE COMPLETED BY PROPERTY OWNER:**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER



Sample – Applicable Law Checklist - Page 1



### Applicable Law Checklist

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

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 the Building Services Department.

If the answer is YES to any question, the relevant approval documents must be submitted with this 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 accordingly.

Zoning By-Laws - City Planning Department	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 a land division or subdivision required and not yet fully completed?		
Are municipal services required but not yet completed or available?		

Planning Approval - City Planning Department	Yes	No
Does this development require site plan approval from the Planning Department?		

Heritage - City Planning Department	Yes	No
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 - Nottawasaga Valley or Lake Simcoe Regional Conservation Authority	Yes	No
Does the property abut a ravine, watercourse, wetland, or shoreline?		

Building and Land Use Permits - Ontario Ministry of Transportation	Yes	No
Is the property within 45m of a highway or 180 m from any highway intersection?		
Is the property within 395m of a controlled highway intersection?		
Is this a major traffic generating project located within 800m of a highway?		

Environmental Approvals - Ontario Ministry of Environment	Yes	No
Is an RSC required to be filed because of a change to more sensitive land use?		
Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the <i>Environmental Protection Act</i> ?		



### Applicable Law Checklist

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

<b>Electrical Conductor Clearances - Electrical Safety Authority</b>	Yes	No
Are any overhead power lines located above or within 5.5 metres of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Clean Water Act</b>	Yes	No
Does a water source protection plan restrict the land use you are proposing?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Agriculture and Farms - Ontario Ministry of Agriculture and Food</b>	Yes	No
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Child Care Centres - Ontario Ministry of Education</b>	Yes	No
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Seniors Centres - Ontario Ministry of Community and Social Services</b>	Yes	No
Is this a seniors project where Ontario Government funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Education Act - Ontario Ministry of Education</b>	Yes	No
Demolition Permit – Does the project involve demolition of a building?	<input type="checkbox"/>	<input type="checkbox"/>

<b>New Home Warranties Plan Act - Ontario New Home Warranties Plan</b>	Yes	No
Does this project involve construction or conversion of a residential condominium?	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION** - I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

<input type="checkbox"/>	None of these applicable law approvals apply to this project.
<input type="checkbox"/>	Applicable laws checked 'yes' apply to this project, and approval documents are submitted with this application.
<input type="checkbox"/>	Applicable laws checked 'yes' apply to this project, however, all approval documents have not yet been obtained.

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Applicable Laws & Building Permits

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are NOT administered by the Building Services Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application. The Building Services Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.



# 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: \_\_\_\_\_ Print Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
(or officer of corporation)

Name of Prime Consultant: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(person coordinating work of all consultants)

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:  
 ARCHITECTURAL    STRUCTURAL    SITE SERVICES    MECHANICAL    ELECTRICAL    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:  
 ARCHITECTURAL    STRUCTURAL    SITE SERVICES    MECHANICAL    ELECTRICAL    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:  
 ARCHITECTURAL    STRUCTURAL    SITE SERVICES    MECHANICAL    ELECTRICAL    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:  
 ARCHITECTURAL    STRUCTURAL    SITE SERVICES    MECHANICAL    ELECTRICAL    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:  
 ARCHITECTURAL    STRUCTURAL    SITE SERVICES    MECHANICAL    ELECTRICAL    OTHER ISPECIFY:

Consultant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

---

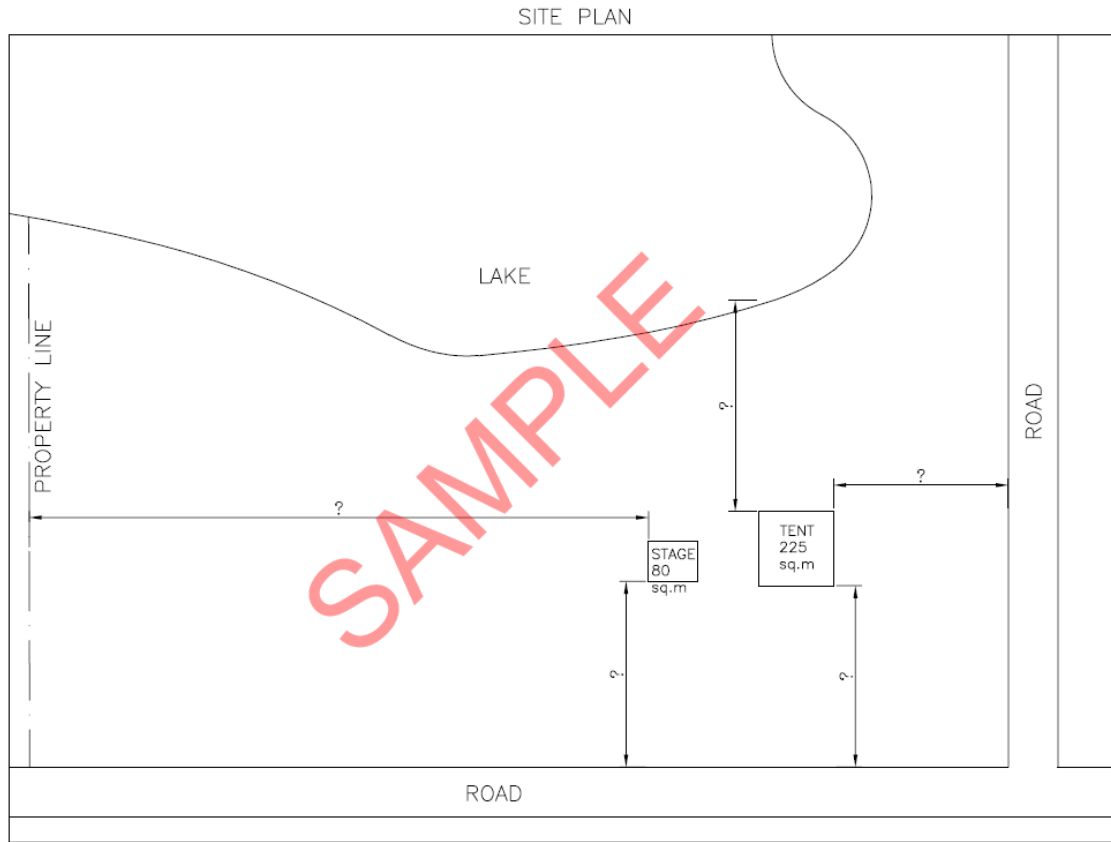
The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:  
 ARCHITECTURAL    STRUCTURAL    SITE SERVICES    MECHANICAL    ELECTRICAL    OTHER ISPECIFY:

Consultant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

---

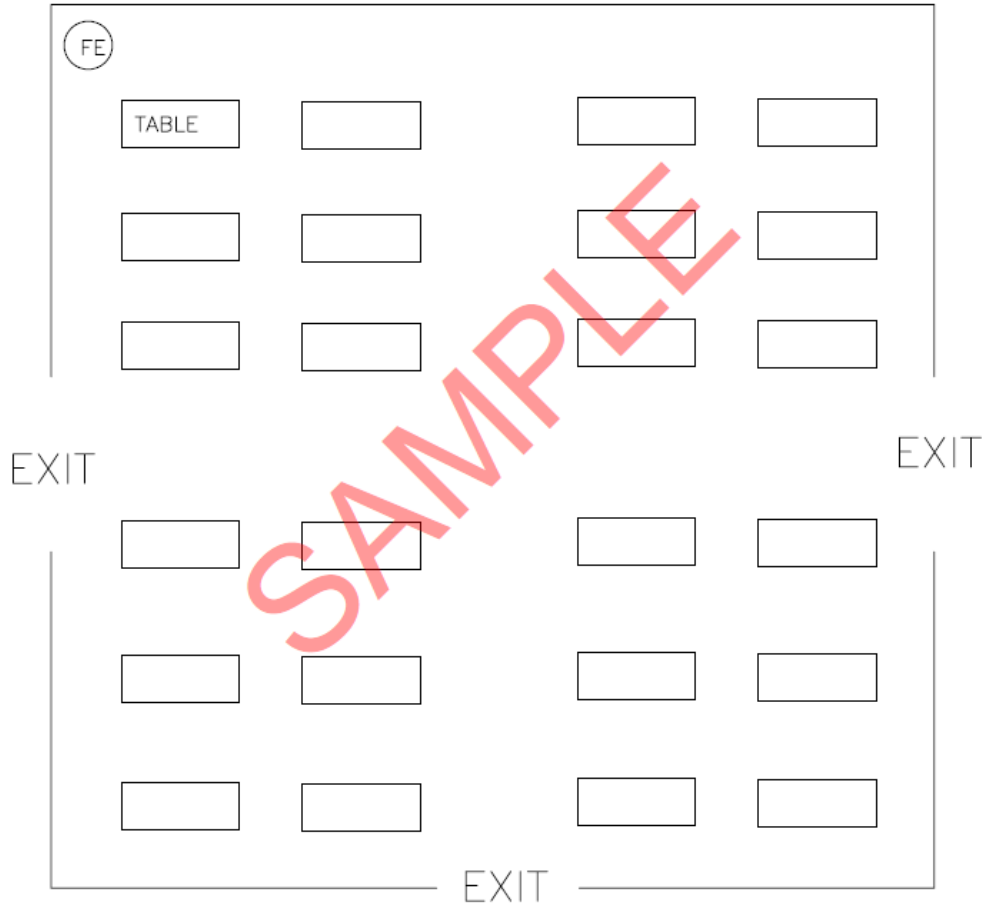
STANDARD FORM EABD1(2008) APPROVED BY OAA, PEO and OBOA White Copy-FILE   Yellow Copy-OWNER





# TENT FLOOR PLAN

225 sq.m





## Sample - Certificate of Flame Resistance

*In most cases, this certificate is issued by the tent or stage 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><b>Company Incorporated</b> 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>	
<b>Description:</b>	Tent Fabric Covers 10' wide, 40' wide. Lengths vary.
<p>Flame retardant process used will not be removed by washing and is effective for the life of the fabric.</p>	
<p>_____ Tom Henry Name of Applicator of Flame Resistant Finish</p>	<p>_____ <i>Tom Henry</i> Signature</p>



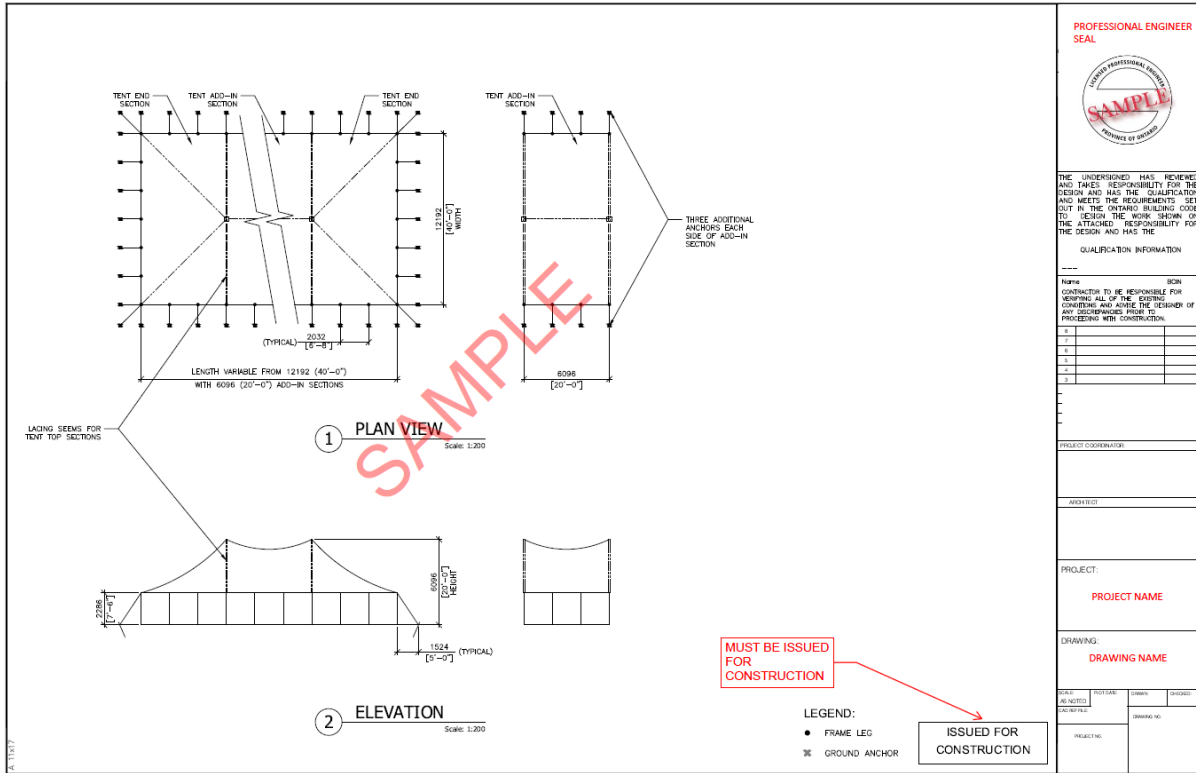
## Sample - Proposed Occupant Load

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):

<b>Proposed Occupant Load</b>	Building:	?	<b>HOW MANY PEOPLE?</b>
	Any fenced-in areas:	?	
	Tents:	?	

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

<b>Occupant Load</b>	<b>Number of water closets (toilets) <u>for each sex</u>:</b>
Up to 100	2
101 to 140	3
141 to 180	4
181 to 220	5
221 to 280	6
281 to 360	7
361 to 440	8
441 to 520	9
Over	10 plus 1 for each additional 80 persons



**PROFESSIONAL ENGINEER SEAL**

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THE DESIGN AND HAS THE QUALIFICATION AND MEETS THE REQUIREMENTS SET OUT IN THE OREGON BUILDING CODE TO DESIGN THE WORK SHOWN ON THE ATTACHED RESPONSIBILITY FOR THE DESIGN AND HAS THE QUALIFICATION INFORMATION

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 DESIGNATION: \_\_\_\_\_  
 FIRM: \_\_\_\_\_

PROJECT COORDINATOR: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

PROJECT: \_\_\_\_\_  
**PROJECT NAME**

DRAWING: \_\_\_\_\_  
**DRAWING NAME**

DATE	ISSUED	REVISION	DESCRIPTION

# STAGES



Sample - Building Permit - Application Page 1

**SAMPLE - STAGES**

**Application for a Permit to Construct or Demolish**

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: <u>CITY OF BARRIE</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
<b>A. Project information</b>			
Building number, street name		Unit number	Lot/con.
123 Example Street			
Municipality	Postal code	Plan number/other description	
Barrie	L4M 4T5		
Project value est. \$		Area of work (m <sup>2</sup> )	
10,000		74	
<b>B. Purpose of application</b>			
<input checked="" type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition
		<input type="checkbox"/> Conditional Permit	
Proposed use of building		Current use of building	
Event		Park Land	
Description of proposed work			
Set up of mobile stage for "Pretend Event" running from (start date) to (end date).			
<b>C. Applicant</b>			
Applicant is:		<input type="checkbox"/> Owner or <input checked="" type="checkbox"/> Authorized agent of owner	
Last name	First name	Corporation or partnership	
Smith	Jane	Company Name	
Street address		Unit number	Lot/con.
5 Street Name		201	
Municipality	Postal code	Province	E-mail
Barrie	L8Z 3B9	On	add email
Telephone number	Fax	Cell number	
( ) phone number	( )	( )	
<b>D. Owner (if different from applicant)</b>			
Last name	First name	Corporation or partnership	
Owner	Michael		
Street address		Unit number	Lot/con.
22 Street Lane			
Municipality	Postal code	Province	E-mail
Barrie	L9Z 4N7	On	add email
Telephone number	Fax	Cell number	
( ) phone number	( )	( )	

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



Sample - Building Permit - Application Page 2

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. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			
G. Required Schedules			
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
H. 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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 checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant			
I, <u>Jane Smith</u> (print name) declare that:			
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.			
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.			
Enter Date	Signature Required		
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.

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.

<b>A. Project Information</b>			
Building number, street name 123 Example Street		Unit no.	Lot/con.
Municipality Barrie	Postal code ON	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
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 ( )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<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			
<b>D. Declaration of Designer</b>			
I Deena Designer (print name) declare that (choose one as appropriate):			
<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: P eng / stage			
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		<b>Signature Required</b>	
		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 - Property Owner Consent Letter



City of Barrie  
70 Collier Street, 8th Floor  
Barrie, Ontario, L4M 4T5  
705-726-4242

**PLANNING & BUILDING SERVICES DEPARTMENT**  
**BUILDING BRANCH**

DATE: \_\_\_\_\_

I, \_\_\_\_\_ hereby give permission to \_\_\_\_\_  
(NAME OF PROPERTY OWNER) (APPLICANT OR AUTHORIZED AGENT)

to act as my authorized agent to apply for a building permit for:

\_\_\_\_\_  
(PROJECT PROPERTY ADDRESS)

SAMPLE

This person/company will be responsible for applying for the permit, submitting all required drawings, and picking up the permit once it has been issued.

If the Building Department is made aware of any false information on an application, the building permit can be revoked as per the Ontario Building Code.

**TO BE COMPLETED BY PROPERTY OWNER:**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER



## Applicable Law Checklist

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

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 the Building Services Department.

If the answer is YES to any question, the relevant approval documents must be submitted with this 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 accordingly.

Zoning By-Laws - City Planning Department	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 a land division or subdivision required and not yet fully completed?		
Are municipal services required but not yet completed or available?		

Planning Approval - City Planning Department	Yes	No
Does this development require site plan approval from the Planning Department?		

Heritage - City Planning Department	Yes	No
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 - Nottawasaga Valley or Lake Simcoe Regional Conservation Authority	Yes	No
Does the property abut a ravine, watercourse, wetland, or shoreline?		

Building and Land Use Permits - Ontario Ministry of Transportation	Yes	No
Is the property within 45m of a highway or 180 m from any highway intersection?		
Is the property within 395m of a controlled highway intersection?		
Is this a major traffic generating project located within 800m of a highway?		

Environmental Approvals - Ontario Ministry of Environment	Yes	No
Is an RSC required to be filed because of a change to more sensitive land use?		
Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the <i>Environmental Protection Act</i> ?		



## Applicable Law Checklist

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

Electrical Conductor Clearances - Electrical Safety Authority	Yes	No
Are any overhead power lines located above or within 5.5 metres of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>

Clean Water Act	Yes	No
Does a water source protection plan restrict the land use you are proposing?	<input type="checkbox"/>	<input type="checkbox"/>

Agriculture and Farms - Ontario Ministry of Agriculture and Food	Yes	No
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>

Child Care Centres - Ontario Ministry of Education	Yes	No
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>

Seniors Centres - Ontario Ministry of Community and Social Services	Yes	No
Is this a seniors project where Ontario Government funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>

Education Act - Ontario Ministry of Education	Yes	No
Demolition Permit – Does the project involve demolition of a building?	<input type="checkbox"/>	<input type="checkbox"/>

New Home Warranties Plan Act - Ontario New Home Warranties Plan	Yes	No
Does this project involve construction or conversion of a residential condominium?	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION** - I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | None of these applicable law approvals apply to this project.  |
| <input type="checkbox"/> | Applicable laws checked 'yes' apply to this project, and approval documents are submitted with this application. |
| <input type="checkbox"/> | Applicable laws checked 'yes' apply to this project, however, all approval documents have not yet been obtained. |

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name:

Signature:

Date:

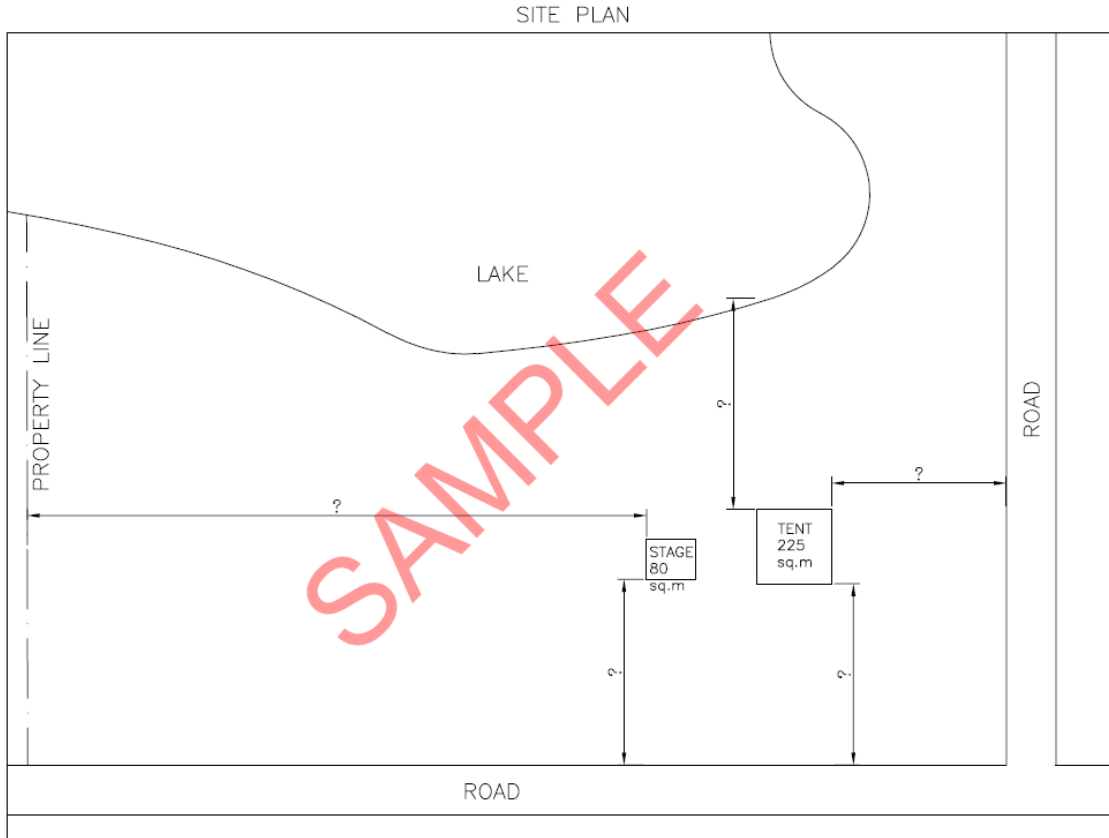
### Applicable Laws & Building Permits

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are NOT administered by the Building Services Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application. The Building Services Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

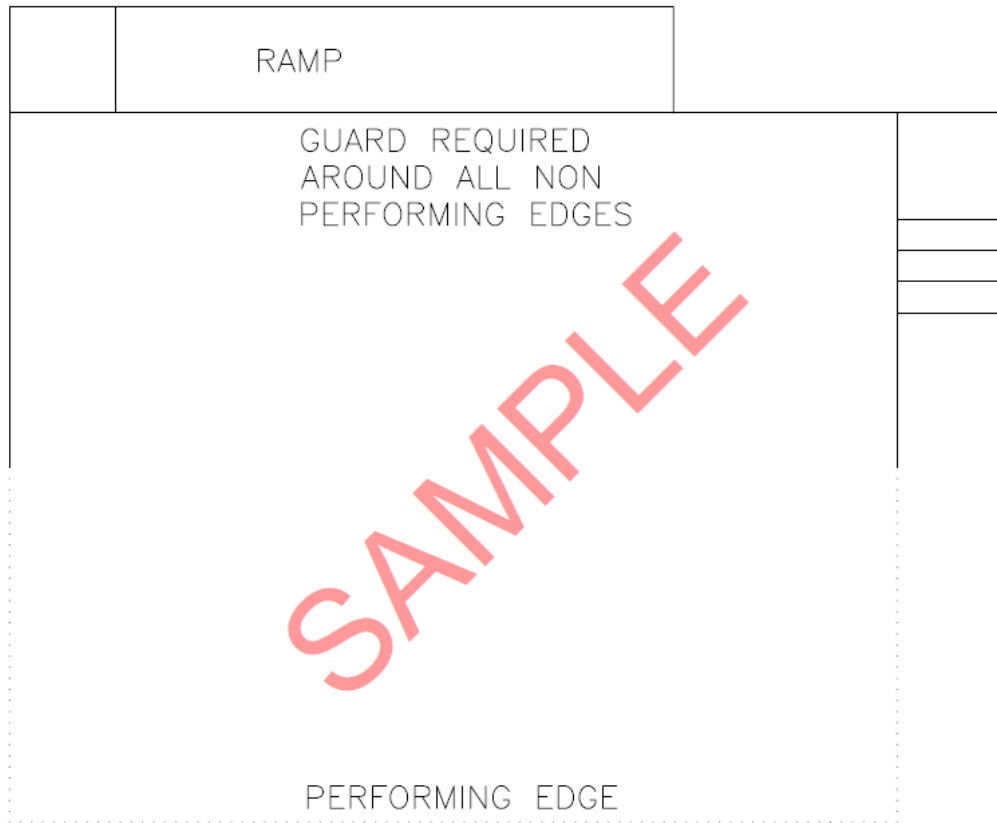


## Sample - Commitment to General Review by Architect and Engineers

<b>COMMITMENT TO GENERAL REVIEW BY ARCHITECT AND ENGINEERS</b>			
<small>Ontario Building Code, s.2.2.2.</small>			
<b>Part A: Owner's Undertaking</b>		<small>(This part must be completed by Owner or agent authorized by Owner)</small>	
Project Description: _____			
Address of Project: _____		Permit Application No.: _____	
<b>WHEREAS</b> 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 <i>overleaf</i> )			
<b>NOW THEREFORE</b> 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.			
<b>The undersigned hereby certifies that he/she has read and agrees to the above</b>			
Name of Owner: _____		Date: _____	
Address of Owner: _____		Telephone: _____	
Signature of Owner: <small>(or officer of corporation)</small>		Print Name: _____	
Name of Prime Consultant: <small>(person coordinating work of all consultants)</small>		Telephone: _____	
Address: _____		Fax: _____	
<b>Part B: Confirmation by Consultants</b>		<small>(This part must be completed by all consultants retained for general review)</small>	
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 <i>overleaf</i> )			
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: _____	
		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 (SPECIFY): _____			
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 (SPECIFY): _____			
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 (SPECIFY): _____			
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 (SPECIFY): _____			
Consultant Name: _____		Signature: _____	
		Print Name: _____	
Address: _____		Telephone: _____	
		Fax: _____	
		Date: _____	
STANDARD FORM EAB01/2000 APPROVED BY OAA, PEO and OBOA			
White Copy-FILE   Yellow Copy-OWNER			



# STAGE FLOOR PLAN



Sample – Drawings

