

TENT PERMIT APPLICATION INSTRUCTIONS

A PERMIT FOR A TENT IS REQUIRED FOR ANY TENTS OVER 645 SQFT (60m²) which is any tent over 20'x32'.

FILL IN ALL AREAS HIGHLIGHTED IN YELLOW ON THE BUILDING APPLICATION FORM "APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH" SEPARATE FORM ATTACHED, PRINT ONE COPY AND PROVIDE TO CITY ALONG WITH DOCUMENTS BELOW.

REQUIRED DOCUMENTS WITH A PERMIT APPLICATION INCLUDE:

2 copies of the site plan showing where the tent will be erected in relation to the Church building and property line. Please use the site plan of our Church below (**Page 3**) as your template to mark your dimensions.

2 copies of structural engineered drawings for the tent, signed and stamped by an engineer that shows framing and anchorage details (MUST RENT A TENT THAT IS ANCHORED WITH RAIN BARRELS DUE TO ALL THE IN-GROUND IRRIGATION LINES). The tent rental company will have this document on hand for you.

2 copies of interior drawings of the tent showing exits, location of fire extinguisher (must be placed at exit of tent when occupied) and occupant load. The tent rental company will have this document on hand for you. **Please use the fire extinguisher stored in the mechanical room. If a second extinguisher is required due to 2 exits (one for each exit), please use the one just inside the double doors behind the piano in the multi-purpose room.**

2 copies of the fabric specs. This Flame test certificate is available from the tent rental company for you.

Letter from organizer of event stating date of tent erection, hours of use and duration that the tent will be erected.

BUILDING CODE REQUIREMENTS FOR ALL TENTS:

All tents shall be 3m away from property lines, buildings and/or other tents.

The ground under tent is to be level and clear of all flammable material and vegetation.

Tent fabrics must conform to specific standard of flame tests.

Tent must have access to firefighters to within 30m of tent.

No open flames or cooking facilities within tent.

A clearance of 3m from tent to all overhead wires.

REQUIRED BUILDING INSPECTIONS:

Inspections are booked through the automated phone system or online. Schedule at least 24hrs in advance as same day service is not available unless it's called in before 8am of the day of inspection. The automated system will provide you with either am (10-12) or pm (1-3) time slot options for the inspection. Inspection must be called before occupancy of the tent as well as after the tent is removed in order to close the permit.

IMPORTANT NOTES TO REMEMBER:

Underground Locates are not required. Tent must be anchored with rain barrels ONLY.

The City is allowed up to 10 business days to provide you with a tent permit so please allow sufficient time for this process before the tent is required.

The permit fees are \$186.00 and will require payment at time of picking up permit at Kitchener City Hall 200 King St. W 5th floor. They accept cheque, cash and debit for payment.

ANY QUESTIONS?

Call City of Kitchener Building Department @ 519 741 2433

OR

Contact-Paul Florica-519 465 4011 email paul@klondikehomes.com



Sketch the location and size of tent in the general area of the white rectangle

Tent must be set up a Minimum of 3 Meters or 10' from the building all around as shown in RED.