

TENT APPLICATION CHECKLIST/ GUIDE

OWNER: _____ DATE REC'D: _____

PROJECT DESCRIPTION: _____

ROLL #: _____

*** TENTS GREATER THAN 60m2 (645 ft2) REQUIRE A BUILDING PERMIT - ATTACHED FIRECODE REQUIREMENTS ARE ALSO APPLICABLE***

*** TENTS GREATER THAN 30m2 (323 ft2) MUST COMPLY WITH ATTACHED FIRE CODE REQUIREMENTS* (BUILDING PERMIT IS NOT REQUIRED IF LESS THAN 60m2 (645 ft2) – SEE EMERGENCY SERVICES DEPARTMENT FOR ADDITIONAL INFORMATION/APPROVAL)**

DOCUMENTS REQUIRED

- APPLICATION COMPLETED, SECTIONS A TO H (INCLUDING: DESCRIPTION OF THE TYPE OF EVENT, NUMBER OF PERSONS ATTENDING, DURATION OF EVENT)
- SIGNATURE OF APPLICANT (SECTION I)
- SCHEDULE 1: DESIGNER INFORMATION COMPLETED (MUST BE SIGNED AND INCLUDE BUILDING CODE IDENTIFICATION (BCIN) NUMBER)
- LETTER OF AUTHORIZATION
- SITE PLAN TO DETAIL SHOWING:
 - SIZE m2/ft2 OF TENT
 - LOCATION OF THE PROPOSED TENT,
 - DISTANCE TO ADJACENT BUILDINGS,
 - ACCESS ROUTES FOR EMERGENCY VEHICLES,
 - LOCATION AND NUMBER OF WASHROOM FACILITIES,
 - ANY PERMANENT PHYSICAL BARRIERS NEAR TENT (IE. GUARDS, FENCING, RETAINING WALLS, PONDS, LAKE ETC...)
- FLOOR PLAN TO DETAIL:
 - PROPOSED TABLE LAYOUT AND SETUP,
 - DANCE FLOOR, ISLE WIDTH, EXIT WIDTHS AND LOCATIONS, AND SERVICE ACCESS FOR STAFF,
 - NUMBER OF PERSONS ATTENDING EVENT, TYPE OF EVENT – ALCOHOL, FOOD ONLY, DISPLAY, ETC...
- TENT ERECTION DRAWINGS.
- IF TENT IS GREATER THAN 225m2 (2422 ft2), A REVIEW BY PROFESSIONAL ENGINEER IS REQUIRED
- EMERGENCY SERVICES (FIRE DEPARTMENT) APPROVAL ATTACHED.
- FEES (\$200.00 /TENT) PAID YES NO CASH / CHEQUE / DEBIT

RECEIPT # _____

March 2018



TEMPORARY TENT REQUIREMENTS

Please note that the Fire Code contains specific requirements for the use of tents that exceed 30 square meters in size. For details refer to Section 2.9 of Division B of the Fire Code.

The tent shall be composed of non-combustible materials or flame proofed to ensure that the materials will pass the match flame test outlined in NFPA 705, "Recommended Practice for Field Flame Test for Textiles and Films."

- The tent shall have at least two exits (each at least 790 mm in width) located remotely from each other.
- Provide at least one listed minimum 2A rated portable fire extinguisher located at or near one of the exits.
- Combustible materials (including decorations) shall not be permitted within the tent.

Smoking and open flame devices (including, but not limited to citronella candles and oil lamps) shall not be permitted in the tent, unless provisions have been made for such activities under the approved Fire Safety Plan.

Please note the following excerpts from the Fire Code:

2.4.4.1(1) Open flames shall not be permitted in buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard unless approved.

2.4.4.3 Devices having open flames shall be securely supported in non-combustible holders and located or protected so as to prevent accidental contact of the flame with combustible materials.

A person shall be appointed for fire watch duty and shall patrol the area continuously to ensure that the exits are kept clear and the other conditions enforced.

For all tents (or multiple tents in groupings without a minimum 3m separation) with an area in excess 30m² (322.9 ft²), fill out and submit the tent fire safety plan.

If a fire is detected, this person shall notify the Fire Department at 911 (cellular telephone) and the occupants (bullhorn) immediately.

If any further assistance or explanation is required, please call Fire Administration, 705-765-3156



Number of Occupants: _____

Date of Function: _____

Location of Function: _____

Person Responsible:

Name: _____

Address: _____

Telephone Numbers: _____



FIRE SAFETY PLANS FOR TENTS

Temporary Use

Recommend for all commercially used tents (or multiple tents in groupings without a minimum 3m separation) with an area in excess of 645 sq ft or 60m²

LOCATION AND/OR ADDRESS WHERE TENT IS SET UP:	
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Location of nearest telephone to call 911:

Number, type and location of portable fire extinguishers provided:

a) Number:

b) Type(s):

c) Location(s):

Name of Person employed for firewatch duty:

Such duties to include keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials and general enforcement of regulations as determined by leasee.

Number of exit signs posted: . *Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.*

Has emergency lighting been tested: Yes No *Applicable to night-time use only.*

Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use? Yes No Relative to the tent, where would these devices be located? *Must not be located adjacent to an exit or access to an exit.*

Are you aware that any tent equal to or exceeding 60 m² (645.8 ft²) requires a building permit. Permits are to be obtained at the Building Department: Yes No

Contact information for owner of tent:



Contact information for tent lessee:

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his/her designate and posted in a conspicuous location near the main entrance.

Please provide a sketch of the tent showing all exits, emergency lighting, fire extinguishers and any barricades or fencing.



Approved by: _____
Muskoka Lakes Fire Department

Date: _____