BUILDING PERMIT APPLICATION – PARTY TENT

HOW TO OBTAIN A BUILDING PERMIT

When a building permit is required, an application must be filed with the Building Department using the following forms. Once submitted with all the necessary documentation, a permit **may** be issued **after** the application has been reviewed to ensure compliance with the Ontario Building Code, the Township Zoning By-law and any other applicable regulation. A plans review document, detailing the deficiencies of your submission, if any, may form part of your building permit. The Chief Building Official is responsible for the issuance of all building permits.

Other Land Use Approval permits may be required from such agencies as AGCO and the Ministry of Transportation, depending on the nature of the project and the specific location of the site.

Building permit fees are listed in **Schedule "A" of By-Law 3696-2024**. All required **fees** must be paid before the permit can be issued.

Please follow each of the steps below. Should you feel that one of the steps is not required, please contact the Chief Building Official for confirmation.

Step 1: Review the Requirements

Tents larger than or equal to 646 sq. ft. require a permit. The fee for the permit is the minimum permit fee of $95.00.

The applicant's timeline for notifying local authorities is 90 days before the event takes place.

Please notify the municipal clerk's department, local police and fire department and the local health unit if you are going to erect a tent for events where groups of people will assemble to ensure that they are aware of the location and date of the event.

The Alcohol and Gaming Commission of Ontario (AGCO) oversees the administration of the Special Occasion Permit (SOP) program, which allows for the sale and/or service of alcohol on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers. A SOP (for Private Events, Public Events and Industry Events) is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment (such as a bar or restaurant). You will need to contact the AGCO for this permit should you wish to serve alcohol. (https://www.agco.ca)

You should retain copies of all letters sent to authorities, as you may be required to include them with your application or make them available upon request.

There may be additional requirements from each local agency.

Tent Regulations According to the Ontario Building Code 2012

Division C, .3.1. Permits

1.3.1.1. Requirement for Permits

(5) A tent or group of tents is exempt from the requirement to obtain a permit under section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are,
(a) not more than 60 m^2 in aggregate ground area, (645.84 sq ft)
(b) not attached to a building, and
(c) constructed more than 3 m from other structures. (9.84 ft)

Division B, 3.14.1.2. General

(1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.
(2) Articles 3.14.1.3., 3.14.1.7. and 3.14.1.8. do not apply to tents that,
(a) do not exceed 225 m^2 in ground area, (2422 sq ft)
(b) do not exceed 225 m^2 in aggregate ground area and are closer than 3 m apart,
(c) do not contain bleachers, and
(d) are not enclosed with sidewalls.

3.14.1.3. Means of Egress

(1) Except as provided in Sentences (2) and (3), tents shall conform to Sections 3.3. and 3.4.
(2) A tent need not conform to Article 3.4.6.12. except where swing type doors are provided.
(3) Where the area between adjacent tents or a tent and the property line is used as a means of egress, the minimum width between stake lines shall be the width necessary for means of egress, but not less than 3 m.

3.14.1.4. Clearance to Other Structures

(1) Tents shall not be erected closer than 3 m to the property line.
(2) Except as provided in Sentences (3), (4) and (5), tents shall not be erected closer than 3 m to other tents or structures on the same property.
(3) A walkway between a building and a tent occupied by the public is permitted provided,
(a) the tent is not closer than 3 m from the building, and
(b) the walkway conforms to Article 3.2.3.19.
(4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create a hazard to the public.
(5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

3.14.1.5. Clearances to Flammable Material

(1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or combustible material or vegetation that will carry fire.

3.14.1.6. Flame Resistance

(1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, “Flame Tests of Flame-Resistant Fabrics and Films”, or NFPA 701, “Fire Tests for Flame Propagation of Textiles and Films”.

3.14.1.7. Bleachers

(1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8., 3.3.2.10. and Subsection 4.1.5.

3.14.1.8. Sanitary Facilities

(1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
(2) Article 3.7.4.17. applies to sanitary facilities in Sentence (1).
(3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in lieu of toilet fixtures.

3.14.1.9. Provision for Firefighting

(1) Access shall be provided to all tents for the purpose of firefighting.

3.14.1.10. Electrical Systems

(1) The electrical system and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public.
(2) Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic.

Step 2: Authorization for Applicant to Act as Agent

If someone else is applying for a building permit on your behalf or will be discussing your project with the Chief Building Official on your behalf, the following form will need to be signed by you – the landowner – and submitted with your application.

Agent for Registered Landowner

Step 3: Building Permit Application

All applicants must complete, sign and date the **Application for a Permit to Construct or Demolish** as well as the **Roles & Responsibilities Declaration** Form, and the **Site & Drainage Plan** Form.

The completed application form must be accompanied by the following:

1. **A site plan** showing the **location of all existing and proposed buildings or additions, any hydro lines, water courses, pipelines, railway tracks and wells or septic systems and leaching beds** on the lot in relation to the property boundaries.

If you have any questions regarding any part of this process, please call or email the Chief Building Official, Karen Morrell at 613-925-4231 ext. 106, kmorrell@augusta.ca.

SCHEDULE A
BY-LAW 3696-2024

BUILDING

ITEM	FEE	NOTES
Compliance Letter	$100.00	
Fast Tracked Compliance Letter	$150.00	Within 48 hours
Occupancy Permit, (new construction)	$95.00	
Residential Buildings	1.00/sq ft	
Partially finished basement, non-living space	$.85/sq ft	Excludes building services mechanical area
Accessory Buildings	$.50/sq ft	
Solar Panels	$.30/sq ft	Plus, engineering report on structural adequacy of building
Designated Structures	$10.00 per $1,000.00 of evaluation cost	
Agricultural Use Structures	$.25/sq ft	Max. $750.00 Building up to 20,000 sq ft
Agriculture Use Structures	$.05/sq ft	Building over 20,000 sq ft
Commercial/Industrial	$.40/sq ft	
Demolition Permit	$110.00	
Pool Permits	$95.00	Pool only
Tents	$95.00	Greater than 646 sq ft
Decks, pool decks, porches, gazebos	$.50/sq ft	
Plumbing	$11.00/fixture	
Woodstove permits	$95.00	Does not include WETT
Conditional Permit	$110.00	
Re-inspections/Plan re-examination	$95.00	2nd + inspections/ 2nd + examinations
Change of use permit	$.35/sq ft	
Transfer or Renewal permit	$95.00	With no changes
Insulation/vapour barrier retrofit	$95.00	
Hydronic heating or Radon Piping	$95.00	
Misc. inspections	$95.00	
Revision permit	$95.00	Based on new construction fees or min amount.
Revocation of Permit	65% of permit value	Minimum $95
Building without a permit	Double the cost of the Permit	
Refundable deposit, new residential	$500.00	After final inspection Deductions may apply

Non-refundable deposit	$95.00	Applied to permit cost
Orders issued under the Building Code Act	$250.00	
Inspections required beyond two years from date of permit issuance	$250.00	
Alternative Solutions	$1,000.00	Plus, any third-party review costs.

Minimum fee $95.00

The amount of fees that may be refunded shall be a percentage of the fees payable under this by-law, as follows:

(a) 80% of the fees if administrative functions only have been performed;

(b) 70% of the fees if administrative and zoning functions only have been performed;

(c) 45% of the fees if administrative, zoning and plan examination functions have been performed;

(d) 35% of the fees if the permit had been issued and no field inspections have been performed subsequent to permit issuance;

(e) 5% of the fees shall additionally be deducted for each field inspections have been performed after the permit has been issued;

(f) Notwithstanding Section 1 above, no refund shall be made of an amount less than $25.00;

(g) Refunds shall not be granted unless the owner requests a refund in writing to the CBO within six (6) months of issue of the permit; and

(h) Requests for partial refunds due to changes in the estimated construction values must be submitted in writing to the CBO within six (6) months of substantial completion of the project.

"SCHEDULE "B"
OF BY-LAW 3413

RESPECTING PLANS OR WORKING DRAWINGS

List of Plans or Working Drawings (2 sets required) to accompany application for permits.

1) The Site Plan

2) Floor Plans

3) Foundation Plans

4) Framing Plans

5) Roof Plans/Truss Plans

6) Energy Efficiency Design Summary

7) Reflected Ceiling Plans

8) Sections and Details

9) Building Elevations

10) Electrical Drawings

11) Heating, Ventilations and Air Conditioning Drawings

12) Plumbing Drawings

NOTE: The Chief Building Official may specify that not all the above mentioned plans are required to accompany an application for permit.

AUGUSTA TOWNSHIP
3560 County Road 26
Prescott, ON K0E 1T0
Phone: 613-925-4231 Fax: 613-925-3499

AUTHORIZATION FOR AN APPLICANT TO ACT AS AN AGENT FOR THE REGISTERED LANDOWNER

I, _____, being the legal owner of the

property located at (Civic address) _____,

in the Township of Augusta authorize _____

whose phone number and mailing address is _____

_____

to Act as an agent on my behalf.

_____
Signature of Registered Landowner

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act,1992*

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. $		Area of work (m^2)		

B. Purpose of application

☐ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit

Proposed use of building	Current use of building
Description of proposed work	

C. Applicant

Applicant is: ☐ Owner or ☐ Authorized agent of owner

Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

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 *Ontario New Home Warranties Plan Act*? If no, go to section G.	☐ Yes	☐ No
ii. Is registration required under the *Ontario New Home Warranties Plan Act*?	☐ Yes	☐ 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).	☐ Yes	☐ No
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 *Building Code Act, 1992*, to be paid when the application is made.	☐ Yes	☐ 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 *Building Code Act, 1992.*	☐ Yes	☐ 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 *Building Code Act, 1992* which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	☐ Yes	☐ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	☐ Yes	☐ No

I. Declaration of applicant

I _____ declare that:
(print name)

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.

_____ _____
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.

Schedule 1: Designer Information

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

A. Project Information

Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		

B. Individual who reviews and takes responsibility for design activities

Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax number		Cell number	

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

☐ House	☐ HVAC – House	☐ Building Structural
☐ Small Buildings	☐ Building Services	☐ Plumbing – House
☐ Large Buildings	☐ Detection, Lighting and Power	☐ Plumbing – All Buildings
☐ Complex Buildings	☐ Fire Protection	☐ On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ declare that (choose one as appropriate):

(print name)

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

Individual BCIN: _____

Firm BCIN: _____

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

Individual BCIN: _____

Basis for exemption from registration: _____

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

Basis for exemption from registration and qualification: _____

I certify that:

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

_____ _____

Date Signature of Designer

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c).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.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, 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.

Schedule 2: Sewage System Installer Information

A. Project Information

Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description		

B. Sewage system installer

Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?

☐ Yes (Continue to Section C) ☐ No (Continue to Section E) ☐ Installer unknown at time of application (Continue to Section E)

C. Registered installer information (where answer to B is "Yes")

Name			BCIN	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

D. Qualified supervisor information (where answer to section B is "Yes")

Name of qualified supervisor(s)	Building Code Identification Number (BCIN)

E. Declaration of Applicant:

I _____ declare that:
(print name)

I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;

OR

I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.

I certify that:

1. The information contained in this schedule 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.

_____ _____
Date Signature of applicant

Application submitted to: The Corporation of the Township of Augusta
3560 County Rd. 26, Prescott, ON, K0E 1T0
T 613-925-4231 F 613-925-3499
www.augusta.ca

Roles and Responsibilities of the Builder or to Whom a Permit is Issued

- Comply with BCA/OBC; 8.(11)
- Complete applications with required info.; BCA 7., 8.(2e), [C]1.3.1.3.(5)
- Obtain permit prior to construction; 1.(1)
- Obtain permit prior to Change of Use unless exempt by [C]1.3., BCA1.(2), 8.(1), 34. (1)
- Post permit; BCA 34.(1), [C]1.3.2.1(1)
- Copy of drawings on site; BCA 34.(1), [C]1.3.2.2.(1a.b)
- Notify CBO of changes; BCA 8.(12)
- Adhere to plans, specs; BCA 8.(13)
- Fences to enclose site; BCA 7.(1i,j)
- Notify on stages of construction; BCA 10.(2), [C]1.3.5.1.(2)
- Occupy unfinished bldg. after inspection; BCA [C]1.3.3.1.(2), 1.3.3.2.(1)
- Provide as constructed plans; [C]1.3.6., BCA 7.(1g)
- Not hinder but assist; BCA 19.
- Obey Stop Work Order; BCA 14.(4)
- Respect posted orders; BCA 20.1.

Before the work starts ensure that all contractors have WSIB clearance numbers (1-800-387-0750) The law has changed. Failing to register with the WSIB by January 2014 and working without a clearance number means penalties and significant fines for contractors and those who hire them. www.wsib.on.ca

- Minimum clearance to hydro lines or poles is 5 meters horizontally or vertically. Electrical Safety Authority (ESA) 1-877-372-7233
- Minimum clearance to railway tracks are as described in section 6.38 and 6.42.1 of Zoning By-Law #2965.
- Canadian National Railway runs through Augusta Township. (CNR) 1-888-888-5909
- Minimum clearance to pipelines is 30 meters from the pipeline right of way. Pipeline Public Awareness 1-855-458-6715
- New residential development shall be setback a minimum distance in accordance with MDS calculations as per section 6.42.3. of Zoning By-Law #2965.

Call Before You Dig – It's Free. In Ontario: 1-800-400-2255 or www.clickbeforeyoudig.com Ontario One Call: 1-800-400-2255. www.on1call.com
Pipeline Emergency: 1-888-982-7222
Pipeline Landowner Inquiries: 1-866-372-1601

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DECLARATION OF BUILDER, APPLICANT OR OWNER

I, _____ declare that I have read and understood the information and agree to abide by these roles and responsibilities listed above.

_____ _____
Signature Date

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Site & Drainage Plan

Please include:

- Location of all existing and proposed buildings and pools
- Front, rear and side yards set backs
- Location of well, septic and hydro poles
- Using arrows, show the direction of surface water flow