

TEMPORARY BUILDING (TENT) REQUIREMENT LIST

All application requirements are as per the *Safety Codes Permit Bylaw* and the current National Building Code.

All required items must be provided upon application. Incomplete applications will not be accepted.

Required Items

1. Site Plan (plot plan or RPR) which shall include:
 - North Arrow;
 - Property lines, shown and labelled ;
 - Location of buildings in relationship to property line; including front, rear, and side yard setbacks;
 - All easements and right-of-ways shown and labelled;
 - Dimensions of proposed project or temporary building; and
 - Distance from proposed project or temporary building to all property lines.
2. Elevation Plan (drawings of all 4 sides of the tent).
3. Details showing hold-down/anchoring method.
4. Verification of Flame Resistance for tent material that complies with *CAN/ULC-S109*.
5. Letter of Intent, providing a detailed description of the proposed project.
6. Letter of Authorization from **property owner(s)** registered on title, including contact information.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.