Quick Reference – Temporary Event Structures

This is a high level guide on how to submit permit applications for temporary event structures (tents, stages) using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our ePLAN Steps to Success online guide.

WHEN IS A BUILDING PERMIT REQUIRED?

The requirements of the Ontario Building and Fire Codes and municipal by-laws apply to the installation of all temporary event structures regardless of whether a building permit is required.

TEMPORARY TENTS

A building permit is required for a temporary tent or group of tents that meets any of the following conditions:

- A single tent with an area of 60 m^2 or more,
- A group of tents with an aggregate area of 60 m^2 or more,
- A tent of any size that is attached to a building, or
- One or more tents that are less than 3 m from adjacent structures.

DEMOUNTABLE STAGES

A demountable stage consists of one or more platforms together with any wall, roof or other structure attached to or located on any of the platforms. A building permit is required for a temporary stage that meets any of the following conditions:

- The platform(s) has an aggregate area more than 60 m^2 and any part of the platform(s) is more than 3 m in height above adjacent ground level,
- The platform(s) has an aggregate area more than 225 m^2, or
- Any part of the platform(s) or any roof, wall or structure attached to or located on any platforms is 5 m or more in height above adjacent ground level.

DEMOUNTABLE SUPPORT STRUCTURE

A demountable support structure is a structure that is not attached to or located on a stage and is capable of supporting banners, stage sets, props, sound equipment, lighting equipment or other equipment. A building permit is required for a demountable support structure under the following conditions:

- The demountable support structure is more than 3 m in height above adjacent ground level, or
- The demountable support structure is designed to carry a superimposed specified load greater than 115 kg, or
- The demountable support structure would create a hazard to the public.

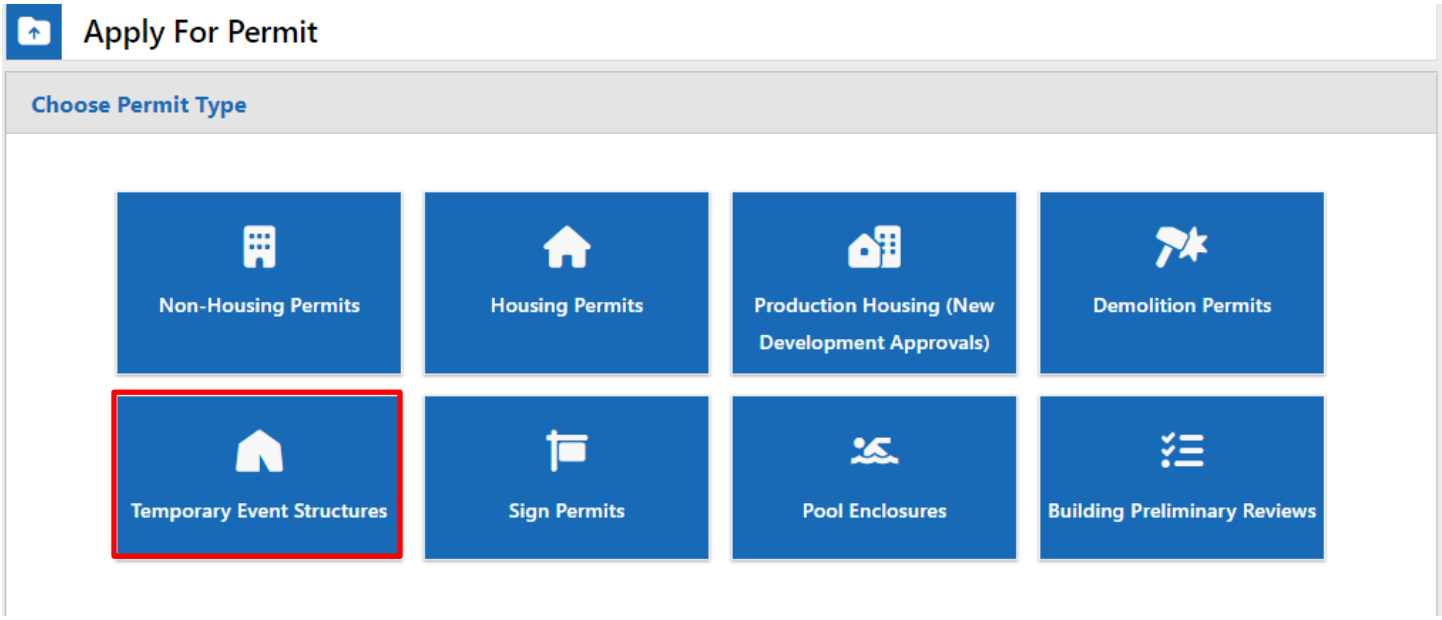
SUBMITTING AN APPLICATION

Use the temporary event structure settings described below when submitting your application in ePLAN. *Note: In order to ensure there is sufficient time to process your application, the Applicant Upload Task must be completed at least 6 weeks prior to the proposed installation date.*

DETAILED INFORMATION OF NEW APPLICATION

Choose the following settings when submitting your request for a temporary event structure application:

Permit Type:	*Temporary Event Structures*
Application Type:	*Non Housing*
Sub Type:	*Tent / Stage*
Work Type:	*Temporary Building*



PROJECT DESCRIPTION

When entering the project description, include:

- the number and size of tents / stages, and
- the dates that the structures will be installed

Example: *One 40'x40' temporary tent. July 1 – July 10, 2023*

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SUBMISSION REQUIREMENTS

The following items must be uploaded for a temporary event structure permit application.

DRAWINGS

1. Site Plan identifying the location of all temporary and permanent structure(s), dimensions of proposed temporary structures, and clearances to adjacent structures.
    - Must be a single page pdf file (vector or raster) with a 3.5 inches wide by 5.5 inches high blank space in the top right corner of the drawing.
    - Colour acceptable

DOCUMENTS

1. Applicable Law Checklist
2. Temporary Event Structure Authorization form
3. Commitment to General Review form *(required for single tents with an area exceeding 225 m^2 and for all stages and all demountable support structures)*
4. General Review Commitment Authorization form *(required where a tenant signs the Commitment to General Review Form)*
5. Shop Drawings (dimensioned plans, elevations, sections, construction details/notes)
    - Must be a multiple page pdf (vector or raster)
    - First page must include a 3.5 inches wide x 2.5 inches high clear space in top right corner and indicate installation address and date of installation
    - Colour acceptable
6. Letter from Professional Engineer confirming the roof of the parking garage is adequate for the support of the proposed stage including occupant load (*where a stage is installed on the roof of an underground parking garage*)
7. Documentation confirming flame spread rating of tent material

INSTALLATION

Once the permit is issued, the installation of the temporary event structure can commence. An inspection with Building Standards is required to be scheduled and completed before the event. For temporary event structures requiring General Review, the engineer's final report must be provided to the Building Inspector at the inspection.

To schedule an inspection, visit www.markham.ca/eplanlogin, and select the **Request a Building Inspection** button. You will need to provide the Permit Number, and contact information for the individual who will meet the inspector on site. Inspection requests can be made up to 7:30 am for the same day.