



Town of LaSalle
Department of Development and Strategic Initiatives
Building Division
Temporary Tent Permit Checklist

No building permit required for tents or group of tents are

- a) Not more than 60 m² (646 ft²) in aggregate ground area
- b) Not attached to a building, and
- c) Constructed more than 3m (9'-10") from other structures and tents

Zoning or other approval may be required even if a building permit is not required

The following items must be provided for a complete Building Permit application:

- Application for Permit to construct or demolish
- Certificate of Flame Resistance
- Two copies of site plan show location of tent
- Designer information
- Commitment of General Review (if square footage of tent(s) exceeds 225m²)
- Two copies of anchorage details by Professional Engineer
- Adequate sanitary facilities provided
- Locates must be called for prior to installation of tents/inflatables
- Permit Fee: see fee schedule

Qualified and Registered designer required if the tent or group of tents

- a) Exceed 225 m² (2420 ft²) in ground area (professional engineer required)
- b) Exceed 225 m² (2420 ft²) aggregate ground area and are closer than 3m apart,
- c) Contain bleachers
- d) Are enclosed with sidewalls

A tent permit will either be issued or refused in 10 working days.

Garden Centre applications may require Site Plan approval process.

Tent Permit Requirements

1. No permit is required for a tent or group of tents provided:
 - a) Aggregate ground area is less than 60 m² (646 ft²)
 - b) Detached from all buildings, and
 - c) Constructed greater than 3m (9'-10") from other structures

Zoning approval is always required

2. The following is required for a permit for a tent or group of tents where:
 - a) Ground area is greater than 60 m² (646 ft²) and less than 225 m² (2420 ft²)
 - b) Aggregate ground area is greater than 60 m² (646 ft²) and less than 225 m² (2420 ft²) and are closer than 3 m (9'-10") apart,
 - c) Do not contain bleachers, and
 - d) Are not enclosed with sidewalls

Required information:

- i. Application for a Permit to Construct or Demolish
- ii. Designer sheet
- iii. Two copies of Site Plan
- iv. Two copies of tent drawings
- v. Certificate of flame resistance
- vi. Fire department approval may be required

3. The following is required for a permit for a tent or group of tents where:
 - a) Total ground / aggregate area is greater than 225 m² (2420 ft²) or
 - b) Contain bleachers or sidewalls

Required information:

- i. Application for Permit to Construct or Demolish
- ii. Professional engineer certified in the Province of Ontario
- iii. Two copies of Site Plan
- iv. Two copies of tent drawings
- v. Two copies of P. Eng. Supporting structure and anchorage details
- vi. Certificate of flame resistance
- vii. Part 3 Commitment Form for Professional Engineer
- viii. Fire department approval may be required