

A building permit is required in the Township of Puslinch for erecting a Tent or Stage. If you are new to the process or are uncertain of the permit application process/requirements, please consult the [Building Permit Process](#) webpage or contact building@puslinch.ca directly. This guide explains the requirements for submitting a building permit application for a tent in greater detail.

Building Permit Requirements:

A building permit is required when:

Tent

- A tent is more than 60m² (645ft²) in area,
- A group of tents spaced less than 3m (9'-10") apart are more than 60m² in aggregate ground area (645ft²), **or**
- A tent is attached to another building.

Demountable stages

- The aggregate area of all platforms is more than 60 m² and any part of the platform is more than 3 m in height above adjacent grade level,
- The aggregate area of all platforms of the demountable stage is more than 225 m²,
or
- Any part of the platform or any roof, wall or structure attached to or located on any of the platforms of the demountable stage is 5 m or more in height above adjacent ground level.

Demountable support structures

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

Drawings including the following:

- Provide a site plan, drawn to scale and dimensioned, or a survey of the lot, indicating the proposed tent location and size in relation to existing structures, the septic tank and septic bed, property lines, fire access routes, and washroom facilities.
- Structural drawings showing framing and anchorage details. If an individual tent is more than 225 m² (2,420 ft²) in area the drawings must be stamped and signed by a professional engineer.
- Floor plans showing the location of means of egress and exit facilities, seating plan and occupant load.

- Fabric specifications certificate for all material must be provided. Material shall meet the requirements of CAN/ULC S109 **or** NFPA 701 (*Please specify whether the fabric is transparent, opaque, or a combination of both.)

Building Code requirements for a tent:

- All tents must be at least 3m (9'-10") from property lines and other structures & tents on the same property.
- The grounds enclosed by a tent and extending for 3m (9'-10") beyond the perimeter of the tent must be level, and cleared of all flammable and combustible material or vegetation.
- Additional requirements apply to tents with sidewalls, bleachers, or individual tents or groups of tents less than 3m (9'-10") apart and more than 225 m² (2,420 ft²) in aggregate area.

****All tents must comply with 'SECTION 2.9 TENTS AND AIR-SUPPORTED STRUCTURES' of the Ontario Fire Protection and Prevention Act.****

What is included in the cost of my building permit?

- The cost of your permit includes the review of your proposed project to ensure building and zoning compliance, issuing of your building permit and the necessary building inspections.
- Please visit the Township website for the current building permit fees. All permit application fees are paid at time of application.

How long does it take before I get my permit?

- Once a complete application is made, the permit will be reviewed within a maximum of 10 business days. Within that time period, your permit will be issued, or more information regarding your project may be requested by the building department.

What inspections will be done?

- Once erection of the tent is complete, a final inspection is required.
- All mandatory inspections will be listed on the permit.

Booking Inspections

Please make your inspection request through **Cloudpermit**. Inspections are conducted every Monday, Wednesday, Thursday & Friday. Inspection requests must be received no later than 3:00pm the business day before the requested date.

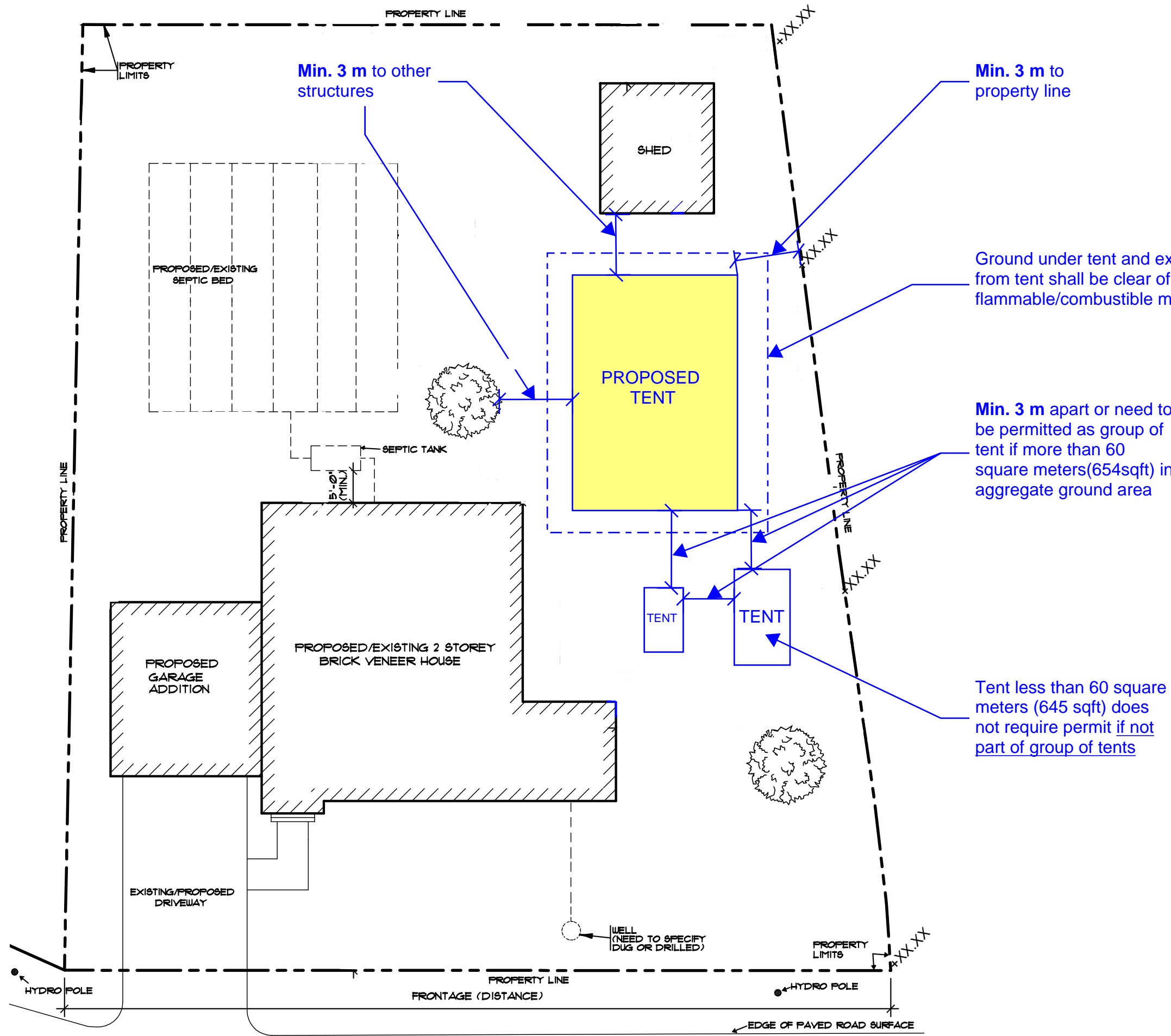
Any questions

- Phone: 519-763-1226 ext. 180
- Email: building@puslinch.ca
- Web: www.puslinch.ca

Special Event Permits

All events held on public or private property in the Township of Puslinch require a special event permit, permits can be applied for at <https://puslinch.ca/forms/special-event-permit/>

Permit applications are accepted online through **CLOUDPERMIT**, accessible through our website. <https://puslinch.ca/for-residents/home-property/building-renovation/>



Min. 3 m to other structures


Min. 3 m to property line

Ground under tent and extending 3m out from tent shall be clear of flammable/combustible material/vegetation

Min. 3 m apart or need to be permitted as group of tent if more than 60 square meters (654sqft) in aggregate ground area

Tent less than 60 square meters (645 sqft) does not require permit if not part of group of tents

WELLINGTON ROAD

	Drawing Name: Tent Site Plan Guide		Page: A-1
	Address: 7404 Wellington Road 34		
	Scale: N.T.S	Date: Mar. 2026	

Event Date: XX

Guest Number: XX

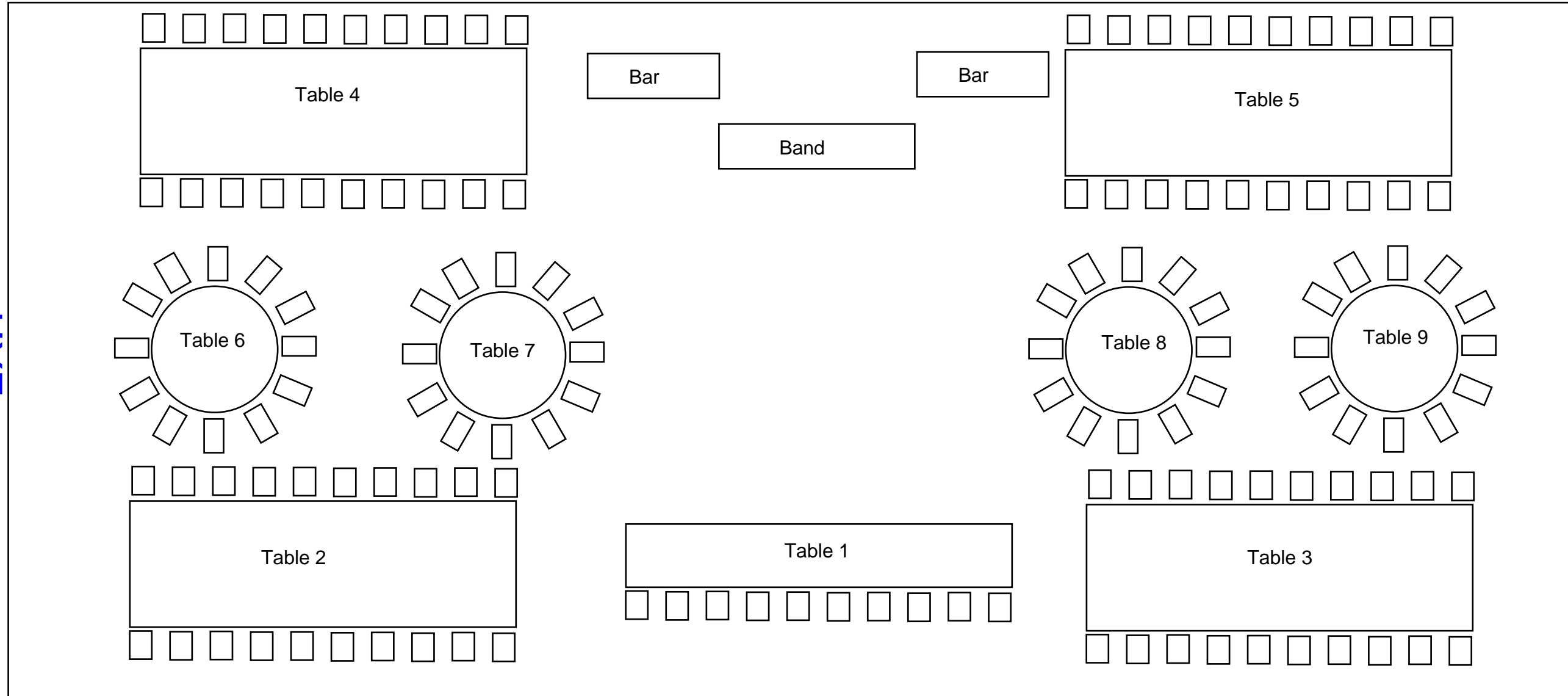
Exit Number: XX (Mark the locations)

Fabric Material: Transparent Opaque

EXIT


EXIT

EXIT



LEGEND:

XX REQUIRED INFORMATION

 <p>TOWNSHIP OF PUSLINCH EST. 1850</p>	Drawing Name: Tent Floor Plan Example		Page: A- 2
	Address: 7404 Wellington Road 34		
	Scale: N.T.S	Date: Mar. 2026	