



Building Permit Application Checklist

(W) Temporary Tents and Permanent Air-Supported Structures

Permit #: _____ Completed by: _____ Date: _____

Project Location: _____

Application May Not Be Processed Until All Outstanding Information Is Submitted

***** Note to Applicants *****

Failure to submit outstanding information will result in a delay in the processing of this application.

This form summarizes the list of requirements that must be fulfilled prior to the issuance of the above noted building permit. Every attempt has been made to provide a complete list at the time of application. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. For more detailed information, please contact the agency directly. Additional documents may be required during the processing of this application.

Permit applications may be rejected where they are incomplete or of insufficient quality.

***** Office use only *****

A check “√” in the REQ'D column signifies that the document/approval is required and must be submitted by the applicant for review prior to permit issuance. An “X” in the REQ'D column signifies that the document/approval is deemed not required.

A corresponding check “√” in the REC'D column signifies that that required document/approval was submitted for review at the time of application. A corresponding circle “X” in the REC'D column signifies that that required document/approval was not submitted at the time of application and is an outstanding requirement prior to issuance.

***** Office Use *****

Documentary Requirements	REQ'D	REC'D
Application for a Permit to Construct or Demolish		
General Review and Commitment Certificate – signed by P. Eng and owner of the development (if greater than 225 m ²)		
Zoning: **All drawings to be prepared and reviewed by professional designer(s)		
SITE PLAN - Identifying location of proposed structure(s), distance between tent(s) and all proposed all setback dimensions to the property lines.		
Architectural/Structural: ** All drawings to be prepared and reviewed by and architect and professional engineer.		
Footing/Foundation Plan **		
Floor Plan with dimensions, uses of space and occupant load**		
Structural/Framing Plans with dimensions		
Building Elevations with dimensions **		
Building Sections and General Notes **		
Details including connection anchorage and material details**		
Flame Spread Rating of Tent fabric to CAN/ULC S109 or NFPA 701 **		
Other Approval Required**:		
Niagara Escarpment Commission (if applicable)		
Town of Caledon Heritage (if applicable)		
Ministry of Transportation – Road Access for buildings/structures within 45m or 395m to Highway 9, Highway 10, and Highway 400 series (if applicable)		
Additional Documentation Identified to be Required at time of Application:		
1. _____		