



Permit Application Procedure & Checklist for Tents and Garden Centers



How to Apply:

Question: When do I need a permit for a Tent or Garden Center?

Answer: A Building Permit is required if a Tent or Garden Center is over 60m² (646 ft²)



Question: When do I need Engineer Stamped Drawings?

Answer: Engineered Stamped Drawings are required if a Tent or Garden Center is over 225 m² (2421.879 ft²) or constructed of a pre-fab system

Question: What do I need to submit for my Permit Application?

Answer: The following checklist is provided with requirements for permit submission:

CHECKLIST:



Please include the following:

- Application to Construct or Demolish:**
Fill out Sections A, B, C, D, H, I
This is available on the City of Orillia Web site: www.orillia.ca/
- Under “**Description of proposed work**” (section B of application) include the date and time the Tent or Garden Center is to be erected and the dates of the function itself and the date the Tent or Garden Center is to be disassembled.
- Letter of authorization** giving permission to apply for a Tent or Garden Center permit on the property owner’s behalf (if applicable)
- A Site plan** with proposed size and location on the site plan.
- Two Sets of Engineer Stamped Drawings** - (Tent or Garden Center supplier should have copies of these for you or the applicant will need to acquire stamped drawings).
- Indicate what the tent is being used for – (i.e. Are food and Alcohol to be served?)
- Include the **maximum number of people** expected to be in the tent at any time.
- Show location and number of available washrooms

For More information Please Contact:

Building Department

City of Orillia

(705)329-7258