

This guide has been provided to assist in summarizing the typical requirements to obtain a Building Permit for a Temporary Tent(s) within the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances. Refer to the [Temporary Tents Building Permit Guide](#).

We encourage you to [visit our website](#) to review all information before you begin your Building Permit Application with the City to make your application process easy and informative.

Required Application Forms

- [Building Permit Application Form*](#)
- [Owner's Authorization Form*](#) (required if applicant is not the owner)



* Not required for applications submitted through the public portal.

Required Drawings and Information

1. Site Plan

- Must indicate size and the proposed location of the tent(s).
- Tent(s) must be located a minimum distance of 3m from all property lines and other structures/buildings within the same property.
- In all instances the tent(s) must conform with the City of Orillia Fire Department and the Fire Code requirements.

2. Information Required

- Must include size of tent, estimate of value, occupant load, and the date the tent will be erected and dismantled.

Requirements for a Professional Engineer

In accordance with the Ontario Building Code, a Professional Engineer shall be obtained to provide a general review under the following circumstances:

- Any tent greater than 225m²
- A group(s) of tents (spaced less than 3m apart) with an aggregate area greater than 225m²
- Tents that contain bleachers or tents that are enclosed with sidewalls

Permit Fees

Payment of Building Permit fees is required when you submit your Building Permit Application.

[Building Permit Fees](#)

Building Permit Fees may be paid by cash, cheque, debit, or credit card. *Credit card payments are accepted online only. A 2.4% convenience fee applies to credit card payments.*

Submit Your Permit Application

There are two ways you can submit your Building Permit Application:

Online: [Public Portal](#)

Email: building@orillia.ca



Next Steps

To learn more about what happens after you submit your Permit Application, [click here](#).

Need help? If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone 705-329-7258 or email us at building@orillia.ca.