

Building Application Checklist for Constructing a Tent, Patio, Canopy or Awning



This checklist provides a summary of the Building Permit submission requirements for constructing a temporary tent, patio, canopy or awning from July 15, 2020 – October 31, 2020. A building permit is required when the proposed work does not comply with the [exemptions noted](#).

For additional details on the Submission Process, Application Forms, Fees, Approvals and Inspections, please refer to the website at ottawa.ca/buildingcode.

The Ontario Building Code (OBC) outlines the minimum requirements for various elements and can be viewed on the [Ontario Ministry of Municipal Affairs and Housing website](#).

Required Drawings

Legible drawings, drawn to conventional scale are required to be submitted with the Building Permit Application Form. The requirements for hard copy and electronic building permit application can be found [online](#).

Tents:

Site Plan:

Drawings to include:

- Location of proposed tent dimensioned to all buildings on the property, lot lines, and septic systems (if applicable)

Structural Plan:

Drawings to include:

- Tent structure as designed under Part 4 of the OBC by a Professional Engineer.

Floor Plan:

Drawings to include:

- Identify the occupant load of the existing establishment
- Proposed seating plan
- Confirmation of flame spread rating certificate.

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Patio:

Site Plan:

Drawings to include:

- Location of proposed patio dimensioned to all buildings on the property, lot lines, and septic systems (if applicable)

Structural Plan:

Drawings to include:

- Patio structure as designed under Part 4 of the OBC by a Professional Engineer.

Floor Plan:

Drawings to include:

- Identify the occupancy load of the existing main suite
- Proposed seating plan
- Proposed egressing requirements

Awnings / Canopies:

Site Plan:

Drawings to include:

- Location of proposed Awning or Canopy dimensioned to all buildings on the property and lot lines

Structural Plan:

Drawings to include:

- Drawing of Awning or Canopy structure(s) as designed under Part 4 of the OBC by a Professional Engineer.

Elevation Plan:

Drawings to include:

- Proposed Awning or Canopy and existing cladding

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Building Permit Application

For the [current submission requirements](#), please refer to the submission requirements for both hard copy and electronic submissions here.