



The Corporation of The Town of Amherstburg

BUILDING DEPARTMENT

3295 Meloche Road

Amherstburg, Ontario N9V 2Y9

Phone: 519-736-5408 Email: building@amherstburg.ca

<https://www.amherstburg.ca/en/town-hall/building-applications-permits.aspx>



GUIDE TO TEMPORARY TENTS

Version: 2025

1. Tent Permit Requirements

1. No permit is required for a tent or group of tents provided:

- a) Aggregate ground area is less than 60 m² (646 ft²)
- b) Detached from all buildings, and
- c) Constructed greater than 3m (9'-10") from other structures

2. The following is required for a permit for a tent or group of tents where:

- a) Ground area is greater than 60 m² (646 ft²) and less than 225 m² (2420 ft²)
- b) Aggregate ground area is greater than 60 m² (646 ft²) and less than 225 m² (2420 ft²) and are closer than 3 m (9'-10") apart,
- c) Do not contain bleachers, and
- d) Are not enclosed with sidewalls

**Required information/Checklist for a complete Building Permit Application:
All documents to be submitted in Cloudpermit.**

- ☐ Application for a Permit to Construct or Demolish
- ☐ Designer Sheet (Cloudpermit)
- ☐ Site Plan showing the tent location and any other structures
- ☐ Tent drawings
- ☐ Certificate of flame resistance
- ☐ Adequate sanitary facilities provided

3. The following is required for a permit for a tent or group of tents where:

- a) Total ground / aggregate area is greater than 225 m² (2420 ft²) or
- b) Contain bleachers or sidewalls

**Required information/Checklist for a complete Building Permit Application:
All documents to be submitted in Cloudpermit**

- ☐ Application for Permit to Construct or Demolish (Cloudpermit)
- ☐ Designer must be qualified with Ministry of Municipal Affairs and Housing for Building Structural and Small Buildings
- ☐ Two copies of a Site Plan showing the tent location and any other structures
- ☐ Two copies of tent drawings
- ☐ Two copies of P. Eng. Supporting structure and anchorage details
- ☐ Certificate of flame resistance
- ☐ Part 3 Commitment Form for Professional Engineer
- ☐ Adequate sanitary facilities provided

****Zoning approval is always required****

2. What is the cost of a tent permit?

- Permit Fee: \$120.00 (*subject to change*)

All payments must be paid in cash, cheque or online payment in Cloudpermit

3. What is required for a tent permit?

The Town of Amherstburg currently uses an online permit submission portal called [Cloudpermit](#). All applications will require to be completed online using Cloudpermit. Visit our website at www.amherstburg.ca/building or log onto <https://ca.cloudpermit.com> to create an account. With this online system, it will allow you to complete the entire building permit process from anywhere at any time.

A tent permit will either be issued or refused in 10 working days. Garden Centre applications may require to go through the Site Plan approval process.

Frequently Used Phone Numbers

1. Building Department.....	519-736-5408
2. Planning/Committee of Adjustment.....	519-736-5408
3. Public Works.....	519-736-3664
4. Water Department.....	519-736-3664
5. Clerks Department.....	519-736-0012
6. Finance Department.....	519-736-0012
7. MPAC.....	519-739-9920
8. Essex Power.....	519-737-6640
9. Hydro One.....	1-888-664-9376
10. Enbridge.....	1-866-772-1045
11. Ontario One Call (Call before your dig).....	1-800-400-2255
12. Electrical Safety Authority.....	1-877-372-7233
13. Essex Region Conservation Authority (ERCA).....	519-776-5209
14. County of Essex.....	519-776-6441
15. Windsor Essex County Health Unit.....	519-258-2146
16. Ministry of Transportation.....	519-354-1400
17. Ministry of Environment.....	519-254-2546
18. Ministry of Natural Resources.....	519-354-7340
19. Ministry of Municipal Affairs.....	416-265-4736
20. Windsor Police-Amherstburg Detachment.....	519-736- 8559
21. Amherstburg Fire Service.....	519-736-6500