



CLEARVIEW

Temporary Stage Information Guide and Process

When is a building permit required for a Temporary Stage?

- A temporary stage that is more than 610mm (2ft) in height and the area exceeds 10m².

Drawing requirements for a Temporary Stage permit application

1. A site plan showing the location of temporary stage in relation to other structures and the property line (dimensions must be shown), location of fire access routes, and septic system where applicable.
2. Identification of duration that temporary stage will be up.
3. Structural drawings stamped and signed by a professional engineer showing framing and anchorage requirements.
4. Drawings stamped and signed by a professional engineer showing the location of means of egress and exit facilities, furnishings, location of fire extinguishers, exit lighting and occupant load as required.

Requirements for a building permit application:

- ☐ **Application Form.**
- ☐ **Site plan** showing the location of temporary stage in relation to other structures and the property line (dimensions must be shown), location of fire access routes, and septic system where applicable.
- ☐ **Two sets (copies) of engineered construction drawings** to scale; include plan views, elevations, sections, and any other details (Example: engineered railing/guard)
- ☐ **Commitment to general review by Architects and Engineers** form completed.
- ☐ **Required Fee(s)** as set by the Building Permit Fee By-Law.
- ☐ **Special Events Permit Approval** (Clearview)
- ☐ **Any other applicable documents** that pertain to your project
- ☐ **Applicable Law Approvals** - Common types of approvals are but not limited to: Zoning/Planning, Nottawasaga Valley Conservation Authority (NVCA), Niagara Escarpment Approval (NEC), and Ministry of Transportation (MTO) etc.

Apply for a Building Permit Online

You can now use our public portal to submit and pay for your permit application online.

Please [CLICK HERE](#) and register an account. The portal will take you through the steps to submit a permit application or schedule an inspection.

Cost of building permit

The cost of the permit is \$408.00

Time

Once a complete permit application is made the permit will be reviewed within a maximum of 20 business days.

Required Building Inspections

Building inspections are booked through contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice. Required inspections include.

- Temporary stage inspection- prior to occupancy
- An Ontario Professional Engineer is required to review the installation and provide a certification letter to the Building Department prior to occupancy,

Important Numbers to Know

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)
- Additionally, the Ministry of Labour has developed guidelines on temporary performances/ event structures, these guidelines provide the best practices in regard to design, planning, erection/construction, maintenance and disassembly. The Temporary Performance/Event Structures Safety Guidelines for Live Performance Industry is available through the Ministry of Labour's website. [CLICK HERE](#)

Any Questions?

Phone: 705-428-6230 ext. 232

Web: www.clearview.ca

Office hours;

Monday to Friday

8:30am – 4:30pm