Temporary Stages and Structures – Info Guide and Permit Process

A temporary stage and temporary support structure are defined in the Ontario Building Code as a Demountable stage and Demountable support structure. See OBC O. Reg 30/23 for full definitions and requirements.

This guide is being provided to assist in summarizing the typical requirements for obtaining a Building Permit related to a Temporary Stage and associated Support Structures in the City of Brampton. Additional information may be required as needed depending on the application type and individual circumstances.

What is a Temporary Stage and Support Structure?

A temporary stage is a structure that is installed outside for a limited time with one or more platforms with any wall, roof or any structure attached to the platform and its primary use is for performers and workers.

A temporary support structure is structure that is installed outside for a limited time not attached or located on a temporary stage that supports banners, stage sets, props, sound equipment, lighting equipment or other equipment and its primary use is for performers and workers.

When is a building permit required for a Temporary Stage or Support Structure?

A Temporary Stage that meets any one of the following requirements requires a building permit:

- area of all platforms is more than 60 sq.m and any part of its platforms is more than 3m in height above adjacent ground level.
- area of all platforms of the stage are more than 225 sq.m.
- any part of the platforms or any roof, wall or structure attached to or located on any of the platforms of the stage is 5m or more in height above adjacent ground level.

A Temporary Support Structure that meets the following requirements requires a building permit:

- is more than 3m in height above adjacent ground level.
- is designed to carry a superimposed specified load greater than 115 kg, or
- would create a hazard to the public.

What documents are required for a Temporary Stage or Support Structure building permit application?

1. **Letter of Use** including:
   - Address of the event location
   - Name of the event
   - Number of stages and support structures
   - Dates for the installation and dismantling of the stage(s) and support structure(s),
   - Occupant loads,
   - Indication whether the stage is intended for limited public access (if yes, a barrier-free path of travel is required in accordance with Articles 3.8.1.3 and 3.8.3.4 of the Ontario Building Code).

2. **Notice of Permission to Construct:**
   - https://www.brampton.ca/en/residents/Building-Permits/Documents/Notice%20of%20Permission%20to%20Construct.pdf
   - This form must be completed by the property owner to confirm they have consented to its use as your event location.
   - For City of Brampton properties, this Notice may be signed by a representative of the respective rentals department.
     i. Please ensure that the Special Event Rental Agreement number is included in the field marked “Building Permit Application #” on the Notice.

3. **Applicable Laws Checklist:**
   - https://www.brampton.ca/EN/residents/Building-Permits/Documents/Applicable%20Law%20Checklist.pdf
   - This form has a list of regulations for which approval must be obtained before a building permit can be issued.

4. **Commitment to General Review:**
   - https://www.brampton.ca/en/residents/Building-Permits/Documents/General%20Review%20Commitment%20Certificate.pdf
   - This form must be completed and signed by an engineer licensed in Ontario, who will be required to inspect the demountable stage after it is installed, and before it is occupied.

5. **Site Plan** indicating:
   - The location of the temporary stage in relation to other structures and property lines, location of fire access routes, etc.
   - The size and the proposed location of the stage(s). A temporary stage(s) must be located a minimum distance of 3m from all property lines and other structures/buildings within the same property.

6. **Structural Plans** stamped and signed by a professional engineer licensed to practice in Ontario, for stage(s) and any/all support structures, including framing and anchorage details.

7. **Stage Certification or Inspection Report** that demonstrates an assessment has been conducted to determine if the stages and support structures are in suitable condition to be used for the duration of the event, stamped and signed by a professional engineer licensed to practice in Ontario.

8. **Stage Floor Plan** indicating:
    - Overall dimensions,
    - Railing locations and details,
    - Stair locations and details,
    - Ramp construction (if applicable)
    - Barrier-free path of travel in accordance with Articles 3.8.1.3 and 3.8.3.4 of the Ontario Building Code (if applicable).

9. **Overhead Rigging Plan** stamped and signed by a professional engineer licensed to practice in Ontario, indicating:
    - Manufacturer load limits,
    - Location of trusses and hanging points,
    - Load applied at each point,
    - Equipment attached,
    - Factors affecting rigging capacities (ie, winter operation with snow loads).

10. **Flame Resistance Certification** for any tarpaulins, decorative materials, fabrics, and films (they must conform to CAN/ULC-S109 or NFPA 701).

How do I submit a Temporary Stage or Support Structure building permit application?

- Navigate to the Brampton Building and Business Portal and create a new account or log in: https://bramptonbbp.brampton.ca/citizenportal/app/login.
    - If you are creating a new account, under Applicant Type, select “Others”.
- After logging in, select “Go to Building Services”.
- Under “My Submissions”, select “Add New Submission”.

Page 1: “Select Type”

- Under “Application Type”, select “Permit to Construct or Demolish”.
- A second field will appear titled “Sub Type”:
    - select “Institutional” if the stage is being provided by the City
    - select “Commercial” otherwise
- Under “Description”, write a brief statement ie: “The installation, use, and removal of a demountable stage in Garden Square for the World of Jazz Festival on Sept 7-8, 2026.”

Page 2: “Property Details”

- Search for the event location address. Please note that the Portal listing may differ from the commonly used address; for example, Garden Square is located at **12 Main St. North** but is listed in the Portal as **10 Main St. North**.

Page 3: ”Additional Information”

- *“Project Value”:*
    - List the replacement value of the stage(s) and structure(s).
- *“Area of Work”:*
    - List the total area of the stage (including wingspace).
- *“Purpose of Application”:*
    - Select “New Construction”.
- *“Proposed Use of Building”* or *“Current Use of Building”:*
    - Do not complete.
- *“Site Plan Required”:*
    - Select “No”.
- *“Owner”:*
    - If the stage is being provided by COB, select “Yes”.
    - Otherwise, select “No”.
    - Provide the information that was included in the “Notice of Permission to Construct” by the Property Owner (for COB properties, this is likely a member of the Facility Management team for that property).
- *“Builder”* section:

- Do not complete.

- *"New home construction licensing requirement":*
  - Select "No" to both questions.
- *"Required Schedules":*
  - Select "N/A" for both questions.
- *"Completeness and compliance with applicable law".*
  - Select "Yes" for all questions other than b., which is regarding payment for the application. Answer "No" to this question, since you have not submitted payment yet (you will be billed at a later stage).
- *"Declaration of applicant"*:
  - Select "Yes".

Page 4. "Supporting Documents"

- BLDG – Applicable Law Checklist
- BLDG – General Review Commitment Form (signed by professional engineer)
- BLDG – Mechanical Drawings / Specs
  - Notice of Permission To Construct
  - Site Layouts (showing the stage and other onsite structures, including clearances to other structures / stages)
  - Letter of Use
    - Address of the event location
    - Name of the event
    - Number of stages
    - Dates the stage will be erected and dismantled
    - Occupant Load
    - Indication whether the stage is intended for limited public access (if yes, then provide a barrier-free path of travel in accordance with Articles 3.8.1.3 and 3.8.3.4 of the Ontario Building Code)
  - Stage specifications (provided by manufacturer) including dimensions, height above grade, and exit locations
  - Valid stage certification (provided by manufacturer and stamped by engineer) that extends beyond the event date
  - Rigging plan, including weight calculations (stamped by engineer)
  - Flame resistance certificates for tarpaulins, decorative materials, fabrics, and films attached to the stage