

A building permit is required for:

- A tent used for commercial purposes where the public is allowed to enter.
- An individual tent, or group of tents, that cover more than 60 square meters (645 square feet) of ground.
- A tent that covers less than 60 square meters of ground but is within 3 meters (9.8 feet) of another structure.
- A tent that contains commercial cooking equipment.

Required Documents:

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information.

All plans and documents listed below must be submitted electronically along with a completed and signed application form.

- Completed Building Permit Application Form
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** This is not required if the property owner has signed the application form).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Site Plan (scaled in Metric) including:
 - Site property lines
 - Site access roads, and street names
 - Location and dimensions of all tents and stages, distances to property lines and other structures
 - Mobile food vendor locations
 - Stationary trucks and trailers
 - Overhead wires
 - Portable Washrooms
 - Generators, propane tanks, commercial cooking appliances
 - Dimensions and location of exits, entrances, entertainment areas (stages and dance floor)

Required Documents (cont'd)

- Floor Plan (scaled in Metric):
 - The layout and the use(s) inside the tent(s)
 - Dimensions and location of exits, entrances, seating/table areas, entertainment areas (stages/dance floor)
 - The number of sides of the tent to be left open
 - Capacity and location of exits, travel distances, emergency lighting, design of bleachers and configuration of seating
 - The number and location of washroom facilities, occupant load to be included

- Structural Drawings (scaled in Metric):
 - Indicate the type of anchorage system/support structure used

- Occupant Load Information:
 - Indicate the expected number of people permitted to occupy the tent at one time.
 - If seating is provided, show the number and arrangement of seats.

- A Fire Alarm and Emergency Communications System Plan is required for a tent that has an occupant load of more than 1,000 people. The plan must include provisions for:
 - The activation of the emergency power system for lights and exit signs.
 - Stopping all audible and visual activities so voice communications can be activated and heard to instruct the public.
 - A designated person to call emergency services.
 - A 'Fire Watch' person must be designated to watch for fires in tents with occupancy loads of more than 1,000 people. This person must be familiar with all fire safety features, including the Fire Safety Plan and conditions of exits. They must patrol the area regularly to ensure that that means of egress (route leading to the exit, the exit, and leading out from the exit) are kept clear.
 - Fire and emergency access to the tent structure will be kept clear and unobstructed at all times. Egress are to be clearly identified, kept clear of obstructions at all times and staff rehearsed on procedures, their roles and responsibilities if an emergency situation should occur.

Additional Requirements:

For Tents and Air-Supported Structures:

- All tents must conform to all applicable provincial codes including Alberta Building Code, Alberta Fire Code, Alberta Gas Code and Alberta Electrical Code.
- They must be of sufficient distance from one another to provide an area to be used as an emergency exit.
- Tents will not cover more than 75% of the premises, unless otherwise approved by the authority having jurisdiction.

For Tent Tables and Seating

- Spacing between rows of tables must not be less than 1,400 millimeters wide where seating is arranged back to back.
- Aisles must not be less than 1,100 millimeters wide.
- A dead end-aisle must not exceed six meters in length.

- Aisles will be located so there are not more than seven seats between every seat and the nearest aisle. Exit aisles and corridors are to be kept clear and unobstructed at all times.
- There should be 400 millimeters of space between rows of seats, and not more than seven seats between every aisle. When the occupant load is greater than 200 people, seats in a row must be fastened together in units of no fewer than eight seats.
- The distance to exit doors by means of any aisles must not exceed 30 meters if the assembly area does not have a sprinkler system. If a sprinkler system is present, this distance must not exceed 45 meters.

Miscellaneous Requirements

- Every tent and all tarpaulins and decorative materials used in connection with the structure shall conform to CAN/ULC-S109, 'Flame Tests of Flame-Resistant Fabrics and Films'.
- Areas not less than three meters outside the structure must be cleared of all flammable material or vegetation.
- Combustible materials, such as hay, straw and shavings, will not be permitted within a tent unless approved by the authority having jurisdiction.
- Portable extinguishers must be provided for the protection of occupants and the building structure. ABC fire extinguishers must be accessible to occupants within 50 feet in any direction.
- Portable electrical systems and equipment in a tent or air-supported structure, including electrical fuses and switches, must be inaccessible to the public.
- Smoking and open-flame devices will not be permitted in a tent unless approved by the authority having jurisdiction and must display signage to indicate designated smoking areas.
- A fire hydrant must be located within 90 meters driving distance of the principal entrance.
- No cooking that produces grease/oily vapours will be allowed inside the tents without an approved ventilation system.

Advisory Notes

1. Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary.
2. When the Fire Inspector does the measurements for capacity (occupant load) in conjunction with the Alberta Gaming & Liquor Commission, and the Building Inspector, the capacity with the least amount will determine the capacity for the event.
3. Support structure and anchorage shall be designed, sealed and reviewed by a professional engineer, who is registered and licensed to practice in the Province of Alberta, where an individual tent exceeds 300 m² in area.
4. If the size or complexity of a project gives rise to special safety concerns, all drawings may be required to be sealed by a professional engineer, who is registered and licensed to practice in the province of Alberta.