



BUILDING PERMIT CHECKLIST FOR TENTS & AIR SUPPORTED STRUCTURES

Special functions, such as weddings, performances, sporting events, charity runs, races and walks, street music and cultural festivals, parades, block parties and other special events are subject to applicable safety regulations, bylaw rules and licensing requirements, These are intended to help keep citizens safe and ensure special functions are run responsibly and are respectful of neighbors.

The word “tent” as used in the Alberta Building Code is intended to refer to a temporary shelter which is used at an open air event such as a fair or an exhibition. A tent will normally be constructed of a fabric held up by poles and attached to the ground by ties. *The requirements for tents, however, are not intended to be applied to fabric structures located on buildings.*

The Code prohibits the location of an air-supported structure above the first storey of any building and the requirements for tents are not intended to apply to air-supported roof assemblies on buildings, such as domed stadia, or to other types of air-supported structures, such as those over swimming pools situated on the roofs of buildings, which would not be anchored at or near ground level.

All tents must conform to the Alberta Building Code and the Alberta Fire Code. In addition they must be of sufficient distance from one another to provide an area to be used as an emergency exit.

Tents for special functions shall not cover not more than 75 per cent of the premises, unless otherwise approved by the Town of High River.

Temporary Use

The Town of High River has the discretionary power to allow the temporary use or occupancy of a building even though the building may not comply entirely with all requirements of the Alberta Building Code. Exceptions to compliance with all requirements are permitted in cases where buildings are intended for use and/or occupancy for short periods of time. This reasonable approach allows tents or air-supported structures to be erected and occupied at carnivals, circuses, sideshows, auctions, religious outdoor events, etc. It also allows for more permanent structures, although still temporary in nature, to be used as school rooms, trailers on car dealer lots, storage sheds, office accommodation at construction sites, or shelters to house plants during the spring season at shopping centres.

The **Town of High River** may issue an occupancy permit for, or permission in writing to occupy, a tent or air-supported structure for a period of up to 12 months, if they are satisfied the tent or air-supported structure complies with the performance required by the **Alberta Building Code**. **Approval to occupy a tent or air-supported structure may be renewed, if the tent or air-supported structure complies with all requirements in effect at the time of request for renewal.**

Safety regulations

Tents, canopies, stages and other festival-type structures must conform to The Alberta Building Code and The Alberta Fire Code to ensure public safety, health, fire and structural safety, and that accessibility and performance requirements are met.

Stages, tents, bleachers and other festival-type structures are considered to be buildings as defined by the Alberta Building Code and, as such, owners and event organizers are required to apply for a building permit any time these structures are constructed, installed or erected, regardless of the duration or timing of the event.



Tents or air-supported structures shall not be erected unless an occupancy permit or permission in writing has been obtained from the Town of High River.

Building permits

A building permit is required for:

- An individual tent or group of tents that cover more than 60 m² (645 sq.ft.) of ground.
- A tent that covers less than 60 m² of ground but is within 3 m (9.8 ft.) of another structure.
- A tent that contains commercial cooking equipment.

For residential uses, building permits are NOT required, as per The Alberta Safety Codes Act - Permit Regulation. The Town of High River will review residential tents on a complaint basis for any unsafe conditions.

Other kinds of permits

Other permits may be required for the installation of related temporary structures' services. An owner/organizer shall ensure all permits required in connection with proposed work are obtained before starting the work to which they are related (ie, electrical, plumbing, gas, and HVAC).

Electrical permits

An electrical permit is required for fairs and concessions when:

- Temporary wiring (lighting and power) is attached to the steel structure.
- Power is supplied to the structure from a permanent power- source,
- A generator is supplied that is required to be grounded.
- The steel structure is required to be bonded to ground.

Gas permits

A gas permit is required when:

- Propane containers have a capacity of greater than 454 liters (400 lbs.) water capacity or when containers are manifold together and the aggregate capacity exceeds 454 liters water capacity.
- All gas installations shall comply with the current edition of the Natural Gas and Propane Installation Code (B149.1-10), as well as the Propane Storage and Handling Code (B149.2-10).
- All appliances, accessories and equipment, must be used and installed according to the manufacturer's instructions and B149.2-10.
- 100 lb. propane tanks shall be 3 m (9.8 ft) away from appliances (source of ignition).

Provincial authorities with jurisdiction

- Alberta Gaming and Liquor Commission approval is required (when special events licenses are required).
- Alberta Health Services approval is required (when operating a temporary food establishment in conjunction with the tent).

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: permits@highriver.ca W: www.highriver.ca

The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act.
Information on this form may be used by the Authority having Jurisdiction.



All of the following information is necessary to complete a thorough evaluation and timely decision on your application. To aid in the evaluation, all materials submitted must be clear, legible, accurate and drawn to professional drafting standards. The Town of High River will only accept complete application submissions. Applicant's checklist shall be completed and submitted as part of the Building Permit submission. Thank you for your cooperation.

**Applicant's Office Use Only
Checklist**

Required Items

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed Building Permit application – A copy can be obtained at the Safety Codes counter or online at www.highriver.ca . |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Set out the prevailing market value of the undertaking, (Note: Estimated value of work includes materials, labour, contractor's fees, architectural and engineer's fees (where applicable); excludes cost of land. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Provide Sub-Contractors List – contractors and sub-trades require current Town of High River business license. Please note: Contractors performing plumbing, gas and electrical work must hold a valid certificate to perform work. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Site plan- Submit two (2) copies of the site plan , indicating, location of the structure(s) on the site; dimensions between the tent(s)/stages and all other structures on the site; distances to property lines and roads; site access and designated fire routes; 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, dance floor). |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Architectural Drawings -Submit two (2) copies of the floor plan indicating: 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. For large events (over 1000 participants) , drawings must be sealed by an architect, who is registered and licensed to practice in the province of Alberta, when the area of an individual tent is greater than 300 m ² and the tent contains bleachers or sidewalls. If the size or complexity of a project gives rise to special safety concerns, all drawings may be required to be sealed by an architect, who is registered and licensed to practice in the province of Alberta. Provide 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Structural Drawings -Submit two (2) sets of structure drawings, indicating the type of anchorage system used; support structure. Support structure and anchorage shall be designed, sealed and reviewed by a professional engineer, who is registered and licensed to practise in the province of Alberta, where an individual tent exceeds 300 m ² in area. Professional Engineer shall provide details and calculations for anchorage, wind load, snow and rain load and, confirm the structural capacity of the site to support imposed loads as follows: <ul style="list-style-type: none">• Wind, snow and rain load calculations/details• Foundation/anchorage calculations/details• Mechanical ventilation details (If applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Schedules - Commitments for Design and Field Review from professionals of record Architectural (A1, A2, B1 and B2) and Structural (A2, B1 and B2) schedules, if professional involvement is required. |



- 9. **Stages**-Provide architectural and structural drawings if the platform of the stage is more than 1.2 metres higher than adjacent surface on any side. Structural drawings must be sealed by a professional engineer, registered and licensed to practice in the province of Alberta, if area of the stage is more than 300 m² or overhead structure is used or intended to be used in conjunction with a stage or a tent; design loading must show on the drawings.
- 10. **Occupant Load**, 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.
- 11. Provide portable fire extinguisher locations.
- 12. Show fire- fighting access routes as per 3.2.5.5.and 3.2.5.6. as per Alberta Building Code.
- 13. **Flame Resistance Certificates**, fabric material shall meet the requirements of CAN/ULC S-109M “Standards for Flame Tests of Flame Resistance Fabrics and Films” for all tents used in connection with public events. Flame Resistance Certificate must be provided.
- 14. Provide stamped plans for the water for firefighting design including a Cross-section showing elevations.
- 15. Submit mechanical & electrical drawings showing ventilation and make up air.
- 16. Submit copies of Plumbing, Electrical & Gas Permits (if applicable).

It is the responsibility of the owner to ensure that all contractors and sub-trades working on his project are licensed to work in the Town of High River. If any of the said contractors or sub-trades do not pay the license fee, the owner will be billed in that amount (which may be taken off the Damage Deposit) and a Stop Work Order may be placed on the building site until payment has been received.

Full payment- Should you have any questions, please contact Building Services

Information sheets listed above can be found on our web-site at www.highriver.ca

We will require a minimum ten (10) working days to process a completed building permit application. We will double the permit fees should construction start prior to obtaining a building permit.

Office Use Only:

Checked by:

Date:

Booking an Inspection

To book a Building inspection, please call [403-603-3412](tel:403-603-3412) or e-mail requests to permits@highriver.ca

For Plumbing, Electrical & Gas Inspection, please call Davis Inspection Services at [403-275-3338](tel:403-275-3338).

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: permits@highriver.ca W: www.highriver.ca

The personal information provided on this form is protected by the Freedom of Information and Protection of Privacy Act. Information on this form may be used by the Authority having Jurisdiction.



COOKING BOOTHS - PORTABLE EXTERIOR COOKING BOOTHS

No cooking that produces grease/oily vapours is allowed in tents without an approved ventilation system. All cooking equipment used in fixed, mobile or temporary concessions shall comply with the Alberta Fire Code, Alberta Building Code and National Fire Protection Association (NFPA) 96 Chapter 4 & 10 standard for "Ventilation Control and Fire Protection of Commercial Cooking Operations," and shall include the following:

- A commercially installed ventilation canopy that meets NFPA 96 requirements.
- Deep fryers and grills require a minimum of one wet chemical agent extinguishing head for each appliance to be mounted in an appropriate location so that it will extinguish a grease fire when activated.
- The suppression system must have automatic and manual (remotely located) pull station activation capabilities. Manual pull stations should be in plain sight with easy access near an exit door.
- A handheld "K" class extinguisher must be located in a concession as a back-up to a suppression system.
- Both the suppression system and extinguisher shall be maintained (cleaned and serviced) every six months, with supporting documentation.
- All staff members shall be fully trained in the use and deployment of all fire suppression systems.

The Alberta Building Code

- 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 as prescribed under Section 3.1.6. of the Alberta Building Code. Tent materials must conform to NFPA 701 "Fire Tests for Flame-resistant Textiles and Films" or the material shall be treated with product bearing the CAN/ULC-S109-M, "Flame Tests of Flame-Resistant Fabrics and Films" certification. Some fabrics may be treated with "after-market" solutions. Fire/Safety retailers may carry products for treating tent fabrics to comply with the above-mentioned standards.
- The type of fire alarm and emergency communication system anticipated for tents and *air-supported structures* will vary according to the hazard and the number of occupants. If a tent or *air-supported structure* is to be permanent, a fire alarm and emergency communication system, as defined in the ABC, may be required. If such structures are to be temporary, however, a somewhat less sophisticated system is anticipated, depending on local conditions.
- Access Route An access lane must be provided and maintained to ensure access into and throughout the site for emergency vehicles.
- Emergency lights must be provided in both temporary and permanent structures. Required if the occupancy is greater than 60 people or unless it is shown to be unnecessary.
- Emergency exit signage is required if occupancy is greater than 150 people.
- Required emergency exits must be designated and identified with proper signage. This shall include temporary as well as permanent structures.
- Plumbing, Health and Sanitary Services shall be provided as per occupancy/use. Temporary potable water, plumbing facilities and sanitary privies will be allowed for temporary tent occupancies.

The Alberta Fire Code

- A fire alarm and emergency communication system plan is required if the tent occupant load is more than 1,000 people, as determined by the onsite Fire Inspector.
- Staff must be trained in Fire Safety Plan procedures and test the system to satisfaction of Fire Inspector.
- The fire alarm and emergency communication system 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(s) to call emergency services.

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: permits@highriver.ca W: www.highriver.ca



- Flame retardant treatments shall be renewed as often as is required to ensure that the material will pass the match flame test in NFPA 705, “Field Flame Test for Textiles and Films.”
- 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 the condition of exits. They must patrol the area regularly to ensure that the means of escape (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.
- Escape routes 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.
- Portable extinguishers shall be selected and installed in accordance with NFPA 10, “Portable Fire Extinguishers” for the protection of occupants and the building structure..
- Combustible materials, such as hay, straw and shavings, will not be permitted within a tent unless approved by the authority having jurisdiction.
- It is not the intent to require that all vegetation be removed before the placement of temporary circus tents, jump rides, beer tents, etc. The requirement ensures that such structures are not subject to the hazards associated with ground cover fires. Precautions such as wetting of the area and grass mowing should be considered if conditions are not deemed appropriate.
- 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 metres driving distance of the principal entrance.
- The electrical system and equipment in a tent or *air-supported structure* shall be maintained and operated in accordance with the electrical regulations made pursuant to the Safety Codes Act.
- Portable electrical systems shall be inspected for fire hazards and defects shall be corrected before the tent or *air-supported structure* is occupied by the public.
- The electrical system and equipment in a tent or *air-supported structure*, including electrical fuses and switches, shall be inaccessible to the public.
- Cables on the ground in areas used by the public in a tent or *air-supported structure* shall be placed in trenches or protected by covers to prevent damage from traffic.
- Internal combustion engines used to power supplementary blowers required by the Alberta Building Code shall be operated and maintained in conformance with Section 6.5. of the Alberta Fire Code.

FIRE SAFETY PLAN

Adequately trained supervisory staff can be of great value in directing people to move in an orderly fashion in the event of a fire and in carrying out appropriate fire control measures until the public fire department arrives. These measures are, as described in the fire safety plan, developed in cooperation with the fire department. The supervisory-staff, are assigned their responsibilities by the building owner, unless the public fire department is prepared to take on these responsibilities.

Your Fire Safety Plan: must comply with the Alberta Fire Code and include the following information:

- Contact information:
- Provide the names (and titles, if appropriate) of the responsible parties and their phone numbers.
- A site plan:

This must include information on emergency vehicle access points and routes (minimum six metres wide), all emergency exits and escape routes, emergency signage, muster points (if applicable), the location of fire extinguishers and first aid kits and contingency plans for the disabled or physically impaired. Two copies of a floor/area layout must accompany permit application (or electronic copy). The site plan must also include:

- The name of all streets or areas that are part of the special event.
- The location and dimensions of stages, booths, cooking areas, bars, etc.
- A list of all vendors, including details of operations (cooking and food service, retail souvenirs, etc.).
- Location of tents, including dimensions.

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: permits@highriver.ca W: www.highriver.ca



- Location of fencing, including location and dimensions of exits. Fenced-in compounds must feature a means of exit other than through the building or tent if an occupant load is required for the area.

Security: This can include:

- The number of pay duty officers (RCMP), professional and/or volunteer security forces.
- How volunteers will be identified and their level of authority.
- How security officers will open secured exits.
- The occupant load of the facility, the anticipated attendance, and how an accurate count will be kept.

Announcements:

- A description of who will be making announcements, the type of audio or public address system that will be used and the content of announcements.

Tent tables and seating

- Spacing between rows of tables must not be less than 1,400 millimetres wide where seating is arranged back to back.
- Aisles must not be less than 1,100 millimetres wide.
- A dead end-aisle must not exceed six metres in width.
- 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 millimetres 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 metres if the assembly area does not have a sprinkler system. If a sprinkler system is present, this distance must not exceed 45 metres.
- 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.