

Temporary Tent, Stages and Bleachers

Guideline

Guideline ESP-28

Purpose

This guideline has been developed to help improve consistency with the installation, education and enforcement of tents, stages and bleachers installed for temporary uses such as but not limited to farmers markets, weddings, special events, charity run races and walks etc.



Code Reference

National Building Code – 2019 Alberta Edition, Division B Sub Section 3.1.6.
Safety Codes Act Permit Regulation 204/2007



Summary

This document is specific to temporary tents, stages and bleachers set up for special functions on private or public land, such as weddings, sporting events, community events, charity run races and walks, filming events etc., and to identify when a building permit is required. Additional Development Permits or Special Event Permits may be required based on the size, location and/or impact of the event.



Interpretation

This Guideline provides clarity and direction from Rocky View County on their interpretation regarding building permit requirements for temporary tents, stages and bleachers. Based on the information provided within this Guideline, a building permit is required as per the following parameters.

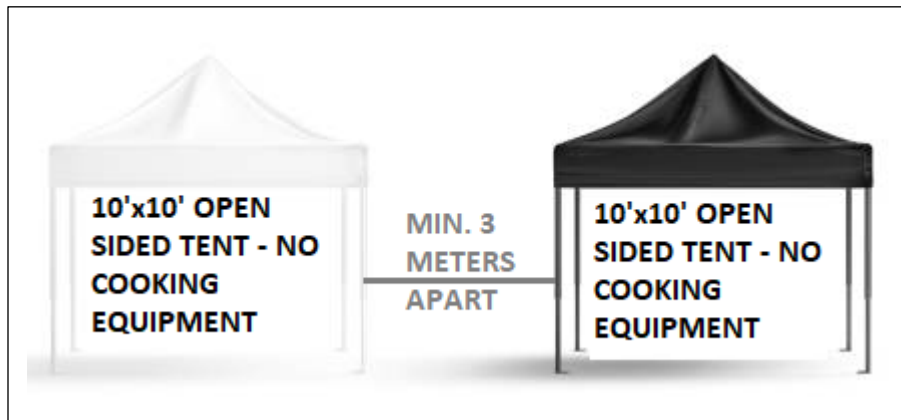
- 1) When is a building permit required?
 - a) Tent – A building permit is required for any temporary tent(s) where the tent(s):
 - i. Is located within 3 meters of another structure
 - ii. Has a single or combined (multiple tents) total area exceeding 60m² (645 ft²), or
 - iii. Contains commercial cooking equipmentWhere **ANY** of these items are applicable for the installation of the single or group of tents, a building permit is required.
 - b) Tent - A building permit is not required for the following:
 - i. A 10 x 10 pop-up tent(s) where the tent(s):
 - Is located a minimum of 3m from every other structure and tent

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- Is fully open on all sides (top cover only)
- Is removed within 24 hours, and
- Does not contain any commercial cooking equipment

ALL items noted above must be complied with collectively, for a permit to NOT be required.

Where any items are not in compliance, a building permit is required.



- c) Tent on Residential Property – A building permit is required for a temporary tent(s) located on residential property where the tent(s) is providing a commercial use. Examples of commercial uses are:
- i. A wedding,
 - ii. Event(s) for association(s) or group(s)
 - iii. Event(s) involving profit or gain
- d) Stage – A building permit is required for a stage where:
- i. The stage exceeds 1.2m (4 ft) in height above the ground.
- e) Bleacher – A building permit is required for any bleacher(s) installed at an event.
- 2) Information required for the Building Permit
- a) Site Plan – The site plan will need to provide the following information:
- i. All existing buildings/structure on the site, and the location of the temporary tent(s), stage(s) and bleacher(s)
 - ii. Size of temporary tent(s), stage(s), and bleacher(s)
 - iii. Distances from the temporary tent(s), stage(s), bleacher(s) to each other, to any existing structures and to the property lines
 - iv. Firefighting access route
- b) Professional Engineer Design – All tents, stages and bleachers should have information from the manufacturer identifying the construction of the structure. This generic information is typically specific to the size of the structure and will include construction and support details.

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NOTE: This documentation is required to be stamped by a professional when the tent is more than 300 m² (3229 ft²) in area. The stamp is required to be current (dated no later than December 2020) confirming conformance under the current Building Code.

- c) Building Plans – The building plans should include the following information:
- i. Tent Floor plan noting the size, use of the space, location of any tables and chairs, and the exit location(s)
 - ii. Location of fire extinguishers
 - iii. Mechanical drawings showing ventilation and make up air (if applicable)
 - iv. Electrical drawings showing exit signage, and fire alarm system (if applicable)
 - v. Stage plan noting size, length, height and width

NOTE: This documentation is required to be stamped by a professional Architect and Engineer (where applicable) when the tent is more than 300 m² (3229 ft²) in area. The stamp is required to be current (dated no later than December 2020) confirming conformance under the current Building Code.

- d) Schedule A & B – Where professional involvement is required (tent is more than 300 m² (3229 ft²) in area), and the plans are required to be stamped, A & B Schedules are required to be provided by the professionals for the permit application.
- e) Certificate for CAN/ULC-S109 Fabric – Every tent and decorative material used in connection with these structures shall conform to CAN/ULC-S109, “Flame Tests of Flame-Resistance Fabrics and Films”. A copy of the certificate showing conformance to this standard should be available from the manufacturer’s information sheet or can be provided by the professional installer, and is required to be provided for the permit application.
- f) Anchorage Details – Every tent must take into consideration a method for anchorage to the ground which must address wind, snow and rain load considerations. Details on the anchorage required for each tent should be in the manufacturers information sheet or can be provided by the professional installer, and is required to be provided for permit application.

NOTE: Anchorage of a tent under 300 m² (3229 ft²) shall be as per the manufacturer’s specifications. Tents larger than 300 m² (3229 ft²) in area shall have the anchorage designed and stamped by a professional engineer. The stamp is required to be current (dated no later than December 2020) confirming conformance under the current Building Code.

3. Additional Information

- a) Tent Requirements
- i. The ground enclosed by a tent and not less than 3m of ground outside the structure shall be cleared of all flammable material and vegetation that will spread fire.

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- ii. Multiple tents shall be considered as one tent when they are less than 3 m (9.8 ft) apart and placed with no separation between them in determining area for maximum tent size and area for anchorage.
- iii. Two exits are required for every tent that is 150 m² (492.13 ft²) or more in size unless otherwise required by Code.
- iv. Portable fire extinguishers shall be provided in all tents so that the travel distance does not exceed 75 ft between extinguishers unless otherwise required by Code.
- v. An approved ventilation system is required if there is cooking that produces grease/oily vapours inside the tent.
- vi. Combustible materials such as hay, straw and shavings are not permitted within a tent where open flame or smoking is occurring.

b) Electrical & Gas Requirements

- i. Permits are always required where plumbing, electrical or gas are being completed.
- ii. Emergency lighting must be provided if the occupancy is greater than 60 people.
- iii. Exit signs are required if the occupancy is greater than 150 people.
- iv. All electrical system and equipment in a tent including electrical fuses and switches shall be inaccessible to the public.
- v. Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic or from becoming a tripping hazard.
- vi. Electrical permits are required for all electrical installations.
- vii. Gas permits are required for installations of gas heaters used to heat a tent.

Note: Construction heaters will not be allowed for use in tents of public occupancy

c) Tent Tables and Seating Requirements

- i. The spacing between rows of tables must be not less than 1,400 millimeters where seating is on both sides of the tables (chairs are back to back), and the spacing is to be 1,000 millimeters where seating is only on one side of the table.
- ii. Every aisle shall have a clear width of not less than 1,100 millimeters.
- iii. A dead end aisle shall not be longer than 6 meters.
- iv. Aisles shall be located so that there are not more than seven seats between a seat and the nearest aisle (maximum of 15 seats between aisles).
- v. There shall be a minimum of 400 millimeters between the back of a row of seats and the front of the row behind.
- vi. When the occupant load is greater than 200 people, seats shall be fastened together in groups no fewer than eight seats.
- vii. The distance to exit doors by means of an aisle(s) shall not be more than 30 meters if the tent is unsprinklered and an assembly occupancy.



Temporary Tent, Stages and Bleachers**Reference**

Approval Date	• August, 2022
Last Review Date	• August, 2022