

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

Current National Building Code – Alberta Edition, Division B Sub Section 3.1.18.

Current National Fire Code Alberta Edition, Section 2.9

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) What is temporary?

Tents, bleachers, or a stage which are being constructed for a limited time, and which are intended to be removed within an expected timeline, are considered to be temporary. An example would be a tent erected for a special event or occasion taking place over a weekend or the summer months.

2) Is a building permit required?

- a) Tent - Permitting for a tent is determined based on the property it is being located on, and the type of use it is providing. See item 3, 4 & 5 below for further clarification.
- b) Stage - A stage more than 1.2m (4 ft) above grade requires a building permit.
- c) Bleachers - All bleachers are required to have a building permit.

NOTE: When constructing a tent which does not require a building permit, it is the property owner(s) responsibility to ensure that all design and construction requirements noted within this document, are reviewed, and completed for the duration the tent is assembled.

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3) Tents located on private Residential Property

A building permit is required for a tent located on private residential property when the tent is being used for:

- A special function business (i.e., rental wedding venue for public),
- An event open to the public (i.e., Farmers market)
- An event which involves profit or gain (i.e., paid ticketed event)

Tents located on residential property for private use by the owner, such as a private wedding or celebration do not require a Building Permit. These tents must not be placed within 3 m (10 ft) of any other tent or structure and cannot contain any cooking equipment.

4) Tents located on property Other than Private Residential Property

Please refer to the additional questions noted below to determine if a permit is required.

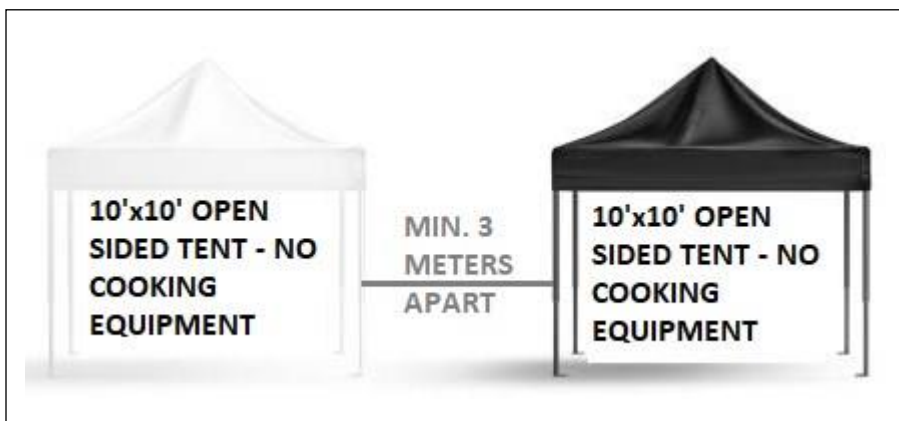
Will the total area covered by a single tent or group of tents exceeding 60 square meters (645 sq ft)	IF YES	Building Permit Required
Will the tent be located closer than 3 meters from any adjacent structure or tent	IF YES	Building Permit Required
Will there be cooking equipment used inside a tent	IF YES	Building Permit Required
Will electrical work or heating be provided in the tent	IF YES	Electrical or Gas Permit Required

5) Exception for 10x10 Pop-Up Tents

A building permit is not required for a 10 x 10 pop-up tent(s) or multiple pop-up tents where the tent(s):

- Is located a minimum of 3m from every other structure and tent
- 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.



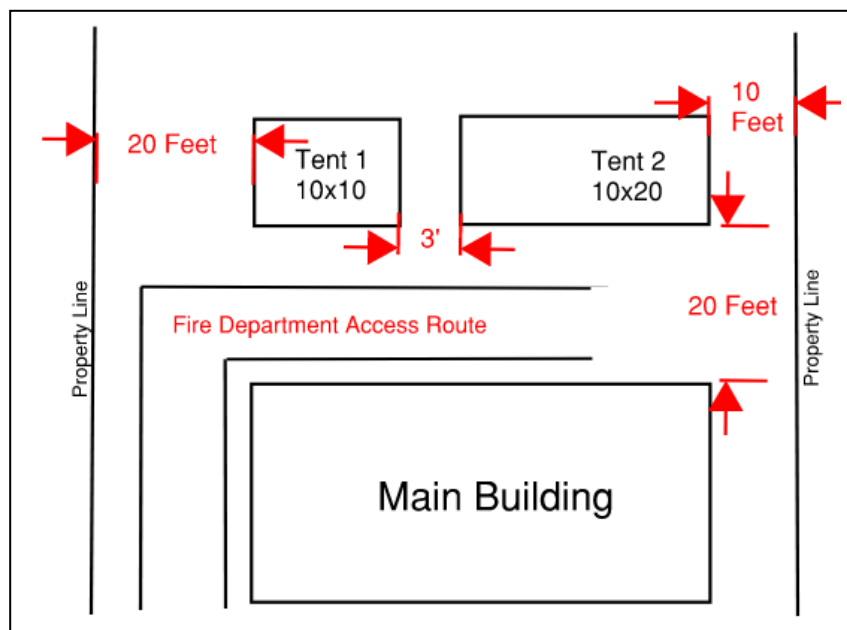
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6) Design and Construction Requirements

The following documentation is required to be stamped by a professional Architect and Engineer when the tent is more than 300 m² (3229 ft²) in area. The stamp is required to be current (dated no later than May 1st, 2024) confirming conformance under the current Building Code. A & B Schedules are also required when a professional stamp is required.

- a) Site Plan - The site plan will need to show the following information:
- All existing buildings/structure on the site, and the location of the temporary tent(s), stage(s) and bleacher(s)
 - Size of temporary tent(s), stage(s), and bleacher(s)
 - Distances from the temporary tent(s), stage(s), bleacher(s) to each other, to any existing structures and to the property lines
 - Firefighting access route

Example Site Plan

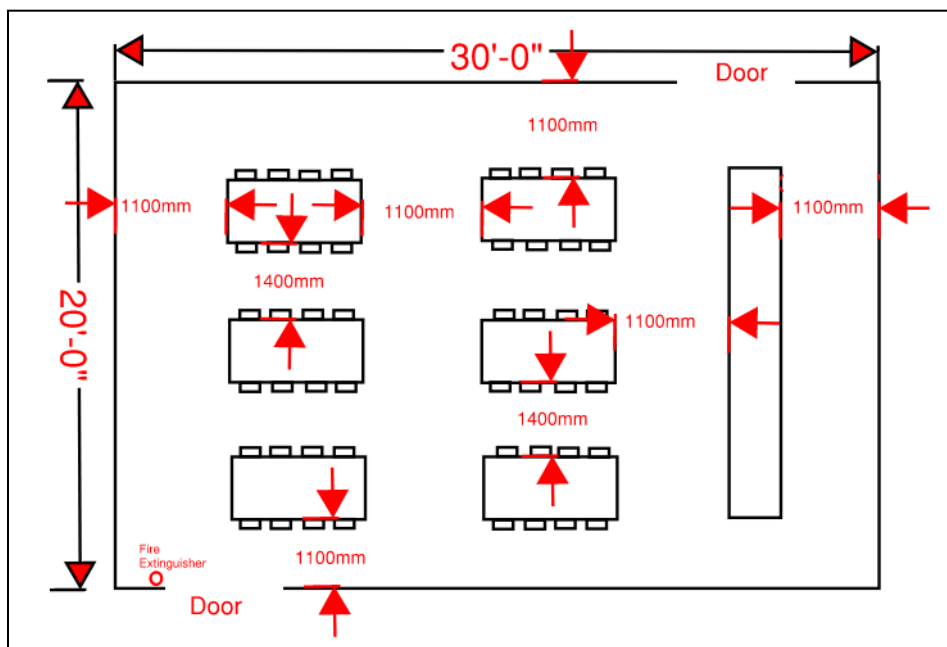


- b) Building Plans - The building plans should include the following information:
- Manufactures tent design document showing size and construction details
 - Tent Floor layout noting the size and use of the space, and include the location of any tables and chairs, fire extinguishers, and the exit(s)
 - Location of fire extinguisher(s)
 - Mechanical drawings showing ventilation and make-up air (if applicable)
 - Electrical drawings showing exit signage (occupant load more than 150), and fire alarm system (occupant load more than 1000) if applicable
 - Stage plan noting size, length, height, and width
- c) Certificate for CAN/ULC-S109 Fabric – Every tent and decorative material used for these structures, must be CAN/ULC-S109, as a flame resistant fabric. A copy of the certificate should be available from the manufacturer’s information sheet or from the professional installer.

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- d) Anchorage Details – Every tent must take into consideration a method for anchorage to the ground which must address wind, snow, and rain load. Details on the anchorage required for each tent should be provided in the manufacturer’s information sheet or by the professional installer and is required to be provided for permit application.
- e) Tent Floor Layout Requirements – Where tables and/or chairs are placed inside a tent, it is important to ensure proper aisle widths and exit doorways are provided. The following spacing should be provided to ensure safe exiting.
- The spacing between rows of tables must a minimum of 1,400 millimeters where chairs are back-to-back,
 - Spacing of 1,100 millimeters is required where seating is only on one side of the table,
 - Two exits are required for every tent larger than 150 m² (492.13 ft²). These exits must not be located on the same side of the tent,
 - Fire extinguishers are required in all tents, not more than 75 ft apart.

Example Floor Layout



7) Additional Information

a) Bleachers Seating Requirements

- Every aisle shall have a clear width of not less than 1,100 millimeters.
- A dead-end aisle shall not be longer than 6 meters.
- 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).
- There shall be a minimum of 400 millimeters between the back of a row of seats and the front of the row behind.
- When the occupant load is greater than 200 people, seats shall be fastened together in groups no fewer than eight seats.

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- 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.
- b) Tent Requirements
- The ground in and around the tent (within 10') must be cleared of all flammable material and vegetation.
 - Exits shall not be blocked by tables, chairs, or other obstacles, and must remain usable at all times.
 - Tents must be erected and dismantled under the supervision of an experienced, qualified person.
 - Tents must be adequately braced, weighted, or anchored to the ground in accordance with the manufacturer's installation instructions, to withstand the elements against collapse or wind uplift.
 - An approved ventilation system is required if there is cooking that produces grease/oily vapours inside the tent.
 - Combustible materials such as hay, straw and shavings are not permitted in a tent where open flame or smoking is occurring.
- c) Electrical & Gas Requirements
- Emergency lighting must be provided if the occupancy is more than 60 people.
 - Exit signs are required if the occupancy is more than 150 people.
 - All electrical system and equipment in a tent including electrical fuses and switches shall be inaccessible to the public.
 - Cables on the ground shall be placed in trenches or protected by covers to prevent damage from traffic or from becoming a tripping hazard.
 - Electrical permits are required for all electrical installations.
 - 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



Reference

Approval Date

• October 2024

Last Review Date

• October 2024