



## BUILDING PERMIT CHECKLIST FOR TENTS & AIR SUPPORTED STRUCTURES

Please complete and attach this checklist to your permit application.

All boxes shall be "CHECKED" and all required supplementary documents included with your application. Documents must be clear, legible, accurate, printed to scale, and drawn to professional drafting standards.

The forms and documents referenced in this checklist are available at [www.rockyview.ca/building](http://www.rockyview.ca/building).

Applicant's Checklist	For Office Use Only	Required Items
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1) <b>Building Permit Application</b> - (note: estimated value of work includes materials, labour, contractor's fees, architectural and engineer's fees)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2) <b>Approved Development Permit</b> (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3) <b>Utility Form</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4) <b>Building Code Requirements – All tents fall under part 3</b> - (see Resources – Tents & Air-Supported Structures Information Sheet on website) a) Complete set of drawings - two sets (preferred scale 1/4"=1'-0" or metric 1:50), minimum scale is 3/16"=1'-0") b) Site Plan (Preferred scale is Metric - 1:200) i) Driveway slope percentage – 8% maximum ii) Measurements of the tent to property lines and other buildings iii) Show firefighting access routes as per 3.2.5. (if applicable) c) Indicate duration of tent to be in place d) Anchorage details - less than 300 m2 (no stamp required) e) ULC - S109 approved fabric, confirm certification f) Portable fire extinguisher locations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5) <b>Professional Involvement</b> a) Architectural Design - if Group A – Assembly Occupancy and greater than 300 m2 and/or occupant load greater than 1000, design stamped by an architect b) Structural Design – if greater than 300 m2, design stamped by a P. Eng., require Wind, snow and rain load calculations/details, along with the anchorage details c) Submit mechanical & electrical drawings showing ventilation and make up air (if applicable).

---

### FOR OFFICE USE ONLY

Checked by SCT \_\_\_\_\_ Date: \_\_\_\_\_

Checked by SCO \_\_\_\_\_ Date: \_\_\_\_\_

Checked by SCT \_\_\_\_\_ Date: \_\_\_\_\_

Checked by SCO \_\_\_\_\_ Date: \_\_\_\_\_