



Apply for your Building and Subtrade Permits online through [myBuild | Rocky View County](#)

Building Permit Checklist for Tents and Air Supported Structures

Tips!

Tents 300 Square Meters or Larger (3,229 Square Feet)

- If your tent is 300 square meters (3,229 square feet) or larger and used as an assembly occupancy (Group A-2) — such as for weddings, concerts, festivals, or conferences, etc. — the following is required:
 - Full professional involvement, including stamped architectural and structural engineering documentation.
 - If electrical or mechanical systems are being installed (e.g., lighting, heating, ventilation), stamped electrical and/or mechanical drawings must also be provided.
 - Obtain and submit Schedules A and B with your application.
 - Submit the applicable C Schedules before the final inspection.
 - Submit Schedules of Professional Involvement (A, B, and C) from each professional involved.
- For all other tents of this size:
 - Consult a registered professional engineer of record for design and field review.
 - Obtain and submit Schedules A and B with your application.
 - Submit the applicable C Schedules before the final inspection.
- Schedules can be acquired here: <https://www.safetycodes.ab.ca/permits-inspections/understanding-codes-and-standards/professional-schedules/>

Essential Items to Include

1. Contractor Information ☐

- Provide **complete details** for all contractors, including:
 - Their **contact information** (name, phone number, and email).
 - Certification details for all **sub-trade permits** (e.g., electrical, plumbing, gas).
- If you are doing the work yourself as a homeowner, check the appropriate box on your online portal application to indicate this.

2. Property Owner Information ☐

- Ensure that the owner information matches the **official land title records**.



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- If the property has been **recently purchased**, include the **purchase agreement** showing the transfer of ownership.

3. Digital Document Requirements ☐

- All submitted documents must meet these standards:
 - **Flattened PDFs:** Ensure all PDFs are flattened to allow for digital markup and review.
 - **Unrestricted PDFs:** Documents must not have security restrictions that prevent editing or commenting.
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Plans and Documentation

4. Site Plan ☐

- Include these details in your site plan:
 - Use **metric dimensions** (preferred scale: 1:200).
 - Add a **north arrow**, municipal address, and legal address.
 - Include a **title block** with the designer's name and contact information.
 - Show **easements** and **utility rights-of-way**.
 - Indicate setback dimensions (front, side, and rear).
 - Provide existing and proposed **grade elevations** at:
 - Property corners.
 - Building corners.
 - Within **15 meters** of the building.
 - For slopes greater than **15%**, show setbacks of at least **20m** from the top of the bank.
 - Specify the **total site area** and **lot coverage** (refer to your land use bylaw for limits).
- **Include the developer's grade slip, if applicable** ☐

5. Building Plans ☐

Submit professionally prepared plans that include:

- **Construction Details:**
 - Building plans must include the following:
 - Manufacturer's tent design document with size and construction details.
 - Tent floor layout indicating size, space usage, and placement of tables, chairs, fire extinguishers, and exits.



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- Fire extinguisher location(s).
 - Mechanical drawings showing ventilation and make-up air (if applicable).
 - Electrical drawings, including exit signage (for an occupant load exceeding 150) and fire alarm systems (for an occupant load exceeding 1,000), if applicable.
 - Stage plan with dimensions (length, height, and width).
 - **Electrical Layouts:** Indicate the locations of fixtures and switch controls.
 - **ULC-S109 Approved Fabric:** Provide certification.
 - **Anchorage Details:** Submit the manufacturer's information sheet or documentation from a professional installer. This is required for the permit application.
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Required Forms & Permits

(Forms are available on the Rocky View County website:
<https://www.rockyview.ca/building-forms-documents>).

6. Sub-Trade Permits (Must submit with the building permit application, if applicable) ☐

- Submit separate permits for:
 - Electrical work.
 - Gas installations.
 - Plumbing systems.
 - Gas fireplaces (if required).
 - Temporary gas services (if required).
 - Private sewage treatment or sewer connections.

7. Engineering Stamped Designs ☐

- Provide engineer-stamped documents for:
 - Tents 300 square meters or larger (3,229 square feet)

8. Architectural Stamped Designs (Assembly Occupancy) ☐

- Provide architectural-stamped documents for:
 - Tents 300 square meters or larger (3,229 square feet)



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9. Schedules A & B:

- Include Schedules A & B with the permit application for all applicable Registered Professionals of Record:
 - **Coordinating Professional:** Schedule A
 - **Architect:** Schedules B
 - **Structural Engineer:** Schedules B
 - **Mechanical Engineer:** Schedules B
 - **Electrical Engineer:** Schedules B
 - **Geotechnical Engineer:** Schedules B
- *Schedules C-1, C-2, and C-3 must be submitted after the project's substantial completion, and before the **final building inspection**.*
 - **Schedule C-1:** Assurance of Compliance by the Coordinating Registered Professional
 - **Schedule C-2:** Assurance of Field Reviews and Compliance by the Registered Professional of Record
 - **Schedule C-3:** Assurance of Delegated Design Compliance and Field Reviews by the Delegated Professional

Key Notes ☐

- Always check your local land use bylaws, area structure plans, or direct control bylaws for additional requirements. <https://www.rockyview.ca/land-use-bylaw>
- Visit www.rockyview.ca/building for forms, guidelines, and resources.

Following this checklist ensures a complete, efficient application process and prevents delays for your project and others.