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## Building Permit Checklist for Tents and Air Supported Structures

### Tips!

#### Tents Exceeding 300 Square Meters (3,229 Square Feet)

- If your tent exceeds 300 square meters (3,229 square feet), you must:
    - Consult a registered professional (e.g., architect or engineer) for design and field review.
    - Obtain and submit Schedules A & 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/>
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### 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**.
- 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.
    - 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 exceeding 300 square meters (3,229 square feet)

### 8. 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



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## **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](http://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.