

Building Permit Application Requirement List

LUD	_____
PST	_____

Special Function Tents / Temporary Use

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications which **include plans prepared to professional drafting standards.**

Applications require a prescreening check prior to formal acceptance. Plans that fail to meet the prescreening standards will not be accepted and will require amendments and resubmission.

We are currently unable to accept digital applications. Thank you for your cooperation.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. Approved development permit , where applicable
<input type="radio"/>	<input type="radio"/>	2. Completed application form
<input type="radio"/>	<input type="radio"/>	3. Three (3) sets of structure drawings , indicating:
<input type="checkbox"/>	<input type="checkbox"/>	cross sections showing the height of the tent(s)
<input type="checkbox"/>	<input type="checkbox"/>	how the temporary structure is to be supported and anchored
<input type="checkbox"/>	<input type="checkbox"/>	the type of material used (flame resistant)
<input type="radio"/>	<input type="radio"/>	4. Three (3) copies of the site plan , indicating:
<input type="checkbox"/>	<input type="checkbox"/>	the location of the structure(s) on the site
<input type="checkbox"/>	<input type="checkbox"/>	dimensions between the tent(s) and all other structures on the site(s)
<input type="checkbox"/>	<input type="checkbox"/>	exiting from the proposed temporary structure(s), roads, site access
<input type="checkbox"/>	<input type="checkbox"/>	dimensions and location of exits, entrances, entertainment areas (stages, dance floor), smoking areas, food & liquor handling areas, queuing area(s) for people waiting to attend the event, washrooms (portable), storage of equipment areas, etc
<input type="checkbox"/>	<input type="checkbox"/>	indicate any proposed signage associated with the tent or signage to be placed on the tent
<input type="checkbox"/>	<input type="checkbox"/>	on corner parcels, outline and dimension corner visibility triangle
<input type="radio"/>	<input type="radio"/>	5. Three (3) copies of the floor plan indicating:
<input type="checkbox"/>	<input type="checkbox"/>	the layout and the use(s) inside the tent(s)
<input type="checkbox"/>	<input type="checkbox"/>	dimensions and location of exits, entrances, seating/table areas, entertainment areas (stages/dance floor), smoking areas, food & liquor handling areas, washrooms (portable), storage of equipment areas
<input type="radio"/>	<input type="radio"/>	6. Flammability certificates , where applicable
<input type="radio"/>	<input type="radio"/>	7. The name, address and phone number of the contractor/person erecting the tent

- 8. **Fee** ([Fee Schedule](#))
- 9. Completed **Special Function Tent Use Questionnaire** (attached)

Note: *Stages, tents and other festival-type structures are considered to be buildings as defined by the Alberta Building Code 2006 and, as such, owners and event organizers are required to apply for a building permit any time a stage, tent or other festival-type structure is constructed, installed or erected, regardless of the duration or timing of the event.*

In addition, **other permits** may be required for the installation of related temporary structures' services. An owner/organizer shall ensure that all permits required in connection with proposed work are obtained before starting the work to which they are related (ie, electrical, plumbing, gas, and HVAC).

For Further Information:

The City of Calgary

Development & Building Approvals (#8108)

3rd floor, Calgary Municipal Building

800 Macleod Trail SE, Calgary, Alberta T2P 2M5

8:00 a.m. to 4:30 p.m. Monday – Friday

Phone 403-268-5311 or visit our website - calgary.ca/dba

Checklists are updated periodically. Please ensure you have the most recent edition.

Screened by _____

Date _____



The Government of Alberta, Alberta Health Services and The City of Calgary require certain safety codes and bylaw compliance for different types of businesses. The questions below will help us to determine if your tent meets these requirements. Thank you for your cooperation.

Event name				
Tent address				
Name of business affiliated with tent			Business address (including unit number)	
What are the existing use(s) and business activities currently operating at this location? (This information will determine the type of application required. Your landlord may be able to assist you with this information.)				
Describe the activities to take place in the Special Function Tent and on the parcel associated with this event (the use within the proposed tent must be an extension of the existing business or recreational activity identified above; examples – retail sales, vehicle sales, restaurant - food, restaurant - licensed, drinking establishment, nightclub, social events, customer appreciation event, fundraiser, Stampede breakfast, wedding, etc)				
Number of tent(s)	Height from grade (max 12 m and one storey) <input type="checkbox"/> ft <input type="checkbox"/> m	Cumulative tent area <input type="checkbox"/> ft ² <input type="checkbox"/> m ²	Cumulative entertainment area (stages, dance floor) <input type="checkbox"/> ft ² <input type="checkbox"/> m ²	Type of entertainment <input type="checkbox"/> Live band <input type="checkbox"/> Live show <input type="checkbox"/> DJ
Did you apply for an AGLC licence? <input type="checkbox"/> No <input type="checkbox"/> Yes, what type?		Food/drink served? <input type="checkbox"/> Yes <input type="checkbox"/> No		Preferred building permit inspection date
		Food/drink sold? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Function start date		Function end date		Hours of operation
Total tent days in calendar year <i>(for office use only)</i>	SFT Commercial extension of approved use: <i>(for office use only)</i>	SFT Recreational related to approved use (circle one) Assembly Educational Recreational Social <i>(for office use only)</i>		

I / We hereby certify that the information in this application is true and correct. I / We hereby agree to comply with the applicable regulations that govern its approval.		
Applicant's signature	Company name	Date YYYY MM DD
Email address	Contact number ()	Alternate contact number ()

FOIP Statement - The personal information on this application is collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, Section 33 (c). It will be used to communicate with the applicant during the application review process and may be communicated to relevant City Business Units. The applicant's name and the nature of the application may be publicly available in accordance with Section 40 (1) of the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact the FOIP Program Administrator, Development & Building Approvals, PO Box 2100, Station M, Calgary, AB T2P 2M5, or telephone 3-1-1.