



This checklist outlines all the information necessary to evaluate and provide a timely review and issuance of your application. Applications and materials submitted must be clear, legible, and precise. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

For help with your drawings visit calgary.ca/drawingstandards for tips and examples

To estimate your permit fee, use the applicable [fee calculator](#).

NOTE: Building and development permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

A. [Application Form](#) (Do not fill out if applying online)

B. Approved Development Permit where required.

NOTE: Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may not be issued until such time that the Development Authority is satisfied that the plans match the approved development permit, or that a new development permit has been obtained and released.

C. Quick Release is not applicable for applications including:

- 1 Individual tents housing more than 1000 people
- 2 Individual tents containing bleachers or fixed seating
- 3 Events incorporating tents or other structures where City roads or fire department access routes will be blocked off (not including private residential block parties)
- 4 Events incorporating stages where the platform of the stage is more than 1.2m higher than the adjacent surface on any side, or where overhead structure is used or intended to be used in conjunction with the stage
- 5 Applications with a development permit

Plans

C. One (1) copy of a complete **Architectural set of drawings, including a **Site Plan****

(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

Site Plan:

- 1 Site property lines
- 2 Site access roads, and street names
- 3 Location and dimensions of all tents and stages, distances to property lines and other structures
- 4 Mobile food vendor locations
- 5 Stationary trucks and trailers
- 6 Overhead wires
- 7 Portable Washrooms
- 8 Generators, propane tanks, commercial cooking appliances
- 9 Dimensions and location of exits, entrances, entertainment areas (stages and dance floor)

Floor Plan:

- 1 The layout and the use(s) inside the tent(s)
- 2 Dimensions and location of exits, entrances, seating/table areas, entertainment areas (stages/dance floor)
- 3 The number of sides of the tent to be left open
- 4 Capacity and location of exits, travel distances, emergency lighting, design of bleachers and configuration of seating
- 5 The number and location of washroom facilities, occupant load to be included

For large events (over 1000 participants):

- 1 Drawings must be sealed by an architect, who is registered and licensed to practise in the province of Alberta, when the area of an individual tent is greater than 300 m2 and the tent contains bleachers or sidewalls.
 - * If the size or complexity of a project gives rise to special safety concerns, all drawings may be required to be sealed by an architect, who is registered and licensed to practise in the province of Alberta.

D. One (1) copy of a complete **Structural** set of drawings

(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

1 Indicate the type of anchorage system used; support structure

* Support structure and anchorage shall be designed, sealed and reviewed by a professional engineer, who is registered and licensed to practice in the province of Alberta, where an individual tent exceeds 300 m² in area. * If the size or complexity of a project gives rise to special safety concerns, all drawings may be required to be sealed by a professional engineer, who is registered and licensed to practice in the province of Alberta.

For Stages:

1 Provide architectural and structural drawings if the platform of the stage is more than 1.2 meters higher than adjacent surface on any side.

2 Structural drawings must be sealed by a professional engineer, who is registered and licensed to practice in the province of Alberta.

* If area of the stage is more than 300 m² or overhead structure is used or intended to be used in conjunction with a stage or a tent; design loading must show on the drawings.

Supporting Documents

E. Flame Resistance Certificates

Fabric material shall meet the requirements of CAN/ULC S-109M "Standards for Flame Tests of Flame Resistance Fabrics and Films" for all tents used in connection with public events. Flame Resistance Certificate must be provided.

F. Occupant Load

Indicate the expected number of people permitted to occupy the tent at one time. If seating is provided, show the number and arrangement of seats.

G. Schedules

Commitments for Design and Field Review form professionals of record Architectural (A1, A2, B1 and B2) and Structural (A2, B1 and B2) schedules, if professional involvement is required.

NOTE: Stages, tents, bleachers and other festival-type structures are considered to be buildings as defined by the Alberta Building Code 2014 and, as such, owners and event organizers are required to apply for a building permit any time these structures are 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 (i.e. electrical, plumbing, gas, and HVAC).

NOTE: Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Furthermore, Building Permit Bylaw Number 64M94 states: An application for a permit may be refused if, within 90 days from the date of receipt, adequate information and documentation is not supplied to the Safety Codes Officer, and there shall be no refund of any fees that have been paid