



Special Function & Temporary Use

Includes temporary canopies and tents

Before you apply:

- Visit calgary.ca/tents to find more information on rules, requirements, and estimate your fees using the applicable [fee calculator](#).
- Tier 1 tents do not require a building permit; however, they must still comply with the National Building Code – Alberta Edition. Refer to the [Temporary Outdoor Tents & Canopies Building Advisory](#) for detailed information.
- 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.

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 (such as names and phone numbers of individuals), do not put it on the plans.

This checklist outlines all the information necessary to evaluate and provide a timely review and issuance of your application.

Temporary canopy and tent tier category questionnaire	
Answer the questions below to determine if your tents fall under the Tier 2 or Tier 3 category.	
1. Will the area covered by a single tent, or any cluster of tents, be more than 120 square metres (1,292 square feet) of ground?	<input type="radio"/> Yes <input type="radio"/> No
2. During the event, will the tent(s) exceed 90 occupants at a time?	<input type="radio"/> Yes <input type="radio"/> No
3. Will a single tent, or any cluster of tents, be placed <u>less</u> than 3 metres (10 feet) from any other tent, cluster of tents, or other structure?	<input type="radio"/> Yes <input type="radio"/> No
4. Do the tent installation instructions recommend professional (architect and/or engineer) involvement? For example, when hydraulics and/or rigging is required to setup the tent.	<input type="radio"/> Yes <input type="radio"/> No
5. Will there be open flame (eg. wood, gas) cooking appliances used inside any of the tents?	<input type="radio"/> Yes <input type="radio"/> No
6. Are any of the tents custom built for your event?	<input type="radio"/> Yes <input type="radio"/> No
7. Will there be bleachers or fixed seating inside any of the tents?	<input type="radio"/> Yes <input type="radio"/> No
8. Will there be a platform or stage that is more than 1.2 metres (47 inches) above the surrounding ground at any point?	<input type="radio"/> Yes <input type="radio"/> No
9. Will you require any electrical, heating, water, or sewage service for any of the tents?	<input type="radio"/> Yes <input type="radio"/> No
10. Will any of the tents block public sidewalks, lanes, roads, or property (eg. parks, easements)?	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> If you answered “no” to all the questions above, please include the Tier 2 requirements	
<input type="radio"/> If you answered “yes” to any question above, please include the Tier 3 requirements.	

Tier 2: Building Safety Approval – Quick Release

Required Documents

A. Completed **Application Form** (Do not fill out if applying online)

B. Approved Development Permit where required: Yes, DP20 _____ - _____ No

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. Completed **Applicant Declaration**

Plans

D. One (1) copy of a **Site Plan**

Your Site Plan should include the following:

1. Address
2. Property lines
3. Label access roads and adjacent street names
4. Indicate location and dimensions of all tents, distances to property lines and other structures
5. Label mobile food vendors locations if applicable
6. Label stationary trucks and trailers if applicable (i.e. trucks or trailers that must be disassembled prior to moving them)
7. Indicate locations of any overhead wires
8. Indicate locations of portable washrooms
9. Indicate locations of generators and propane tanks
10. Dimension and indicate the locations of exits, entrances, and entertainment areas (dance floor)

NOTE: Stages, tents, bleachers and other festival-type structures are considered to be buildings as defined by the National Building Code – Alberta Edition 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).

Tier 3: Building Safety Approval

Required Documents

E. **Application Form** (Do not fill out if applying online)

F. Approved Development Permit where required: Yes, DP20 _____ - _____ No

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.

G. **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.

H. Occupant Load

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

Supporting Documents

I. Schedules

If professional involvement is required, provide:

Commitments for Design and Field Review from professionals of record Architectural (A1, A2, B1 and B2) and Structural (A1, B1 and B2) schedules.

Plans

NOTE: For large events (over 1000 participants)

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.

J. One (1) copy of a **Site Plan**

Your Site Plan should include the following:

1. Address
2. Property lines
3. Label access roads and adjacent street names
4. Indicate location and dimensions of all tents and stages, distances to property lines and other structures
5. Label mobile food vendors locations if applicable
6. Label stationary trucks and trailers if applicable
7. Indicate locations of any overhead wires
8. Indicate locations of portable washrooms
9. Indicate locations of generators, propane tanks and commercial cooking appliances
10. Dimension and indicate the locations of exits, entrances and entertainment areas (stages and dance floor)

K. One (1) copy of a **Floor Plan**

Your Floor Plan should include the following:

1. The layout and how the space will be used inside the tent(s)
2. Dimensions and locations 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, including occupant load

L. One (1) copy of **Structural** set of drawings (preferred scale is metric 1:100 or imperial ¼" = 1'-0")

Your Structural drawings should include the following:

1. Indicate the type of anchorage system and support structure used
 - 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.

2. For stages:

- i. Provide architectural and structural drawings if the platform of the stage is more than 1.2 metres higher than adjacent surface on any side.
- ii. Structural drawings must be sealed by a professional engineer, who is registered and licensed to practice in the province of Alberta.

NOTE: 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.

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.