

February, 2018
BUILDING DIVISION

TEMPORARY TENTS

General Information

The word ‘tent’ as used in the BC Building Code is intended to refer to a temporary shelter used at open-air events such as fairs, exhibitions, concerts, etc. A tent will normally be constructed of fabric held up by poles and attached to the ground by ties, and may be partially or completely open on its sides. For the purposes of this bulletin, a tent can also include a large canopy or similar temporary structure. The requirements for a tent, however, are not intended to apply to fabric structures attached to buildings, such as awnings.

A Temporary Tent Permit is required for any tent structure that exceeds **60 m²** (646 ft²) in floor area. A Registered Professional shall design and review the structural frame supporting the tent fabric and the anchorage system connecting the tent to the ground, provide sealed and signed drawings and provide a Schedule B accepting responsibility for the applicable items of the structural discipline. A tent structure that exceeds **225 m²** (2,422 ft²) in floor area may also require a Registered Professional to review the floor layout, provide sealed and signed drawings and provide a Schedule B accepting responsibility for the applicable items of the architectural discipline. Any tent that contains bleachers, stages, or sidewalls may require a Temporary Tent Permit regardless of its size.

Tents shall conform to Subsection 3.1.6. of Division B of the BC Building Code, that requires conformance with Section 3.3. “Safety within Floor Areas”, Section 3.4. “Exits”, and Subsection 3.2.3. “Spatial Separation and Exposure Protection”. A temporary tent will only be allowed to be located on a lot for a maximum duration of one (1) month in any 12-month period and no extension or renewal will be granted. The Temporary Tent Permit shall be clearly posted in an obvious location on the outside of the tent during the entire permitted period.

If artificial lighting is proposed within a tent, or if natural lighting levels inside a tent will be insufficient to allow the exits to be easily identified, minimum lighting levels, emergency lighting, and exit signs conforming to Subsections 3.2.7. and 3.4.5. of the BC Building Code may be required. All electrical equipment and wiring shall be installed and maintained to meet the requirements of the Canadian Electrical Code. An Electrical Permit is required for any electrical work. A Plumbing Permit is required for any plumbing work. If food will be prepared or served, Fraser Health Authority approval will be required. If alcoholic beverages will be served, a Liquor License will be required.

Each temporary tent shall be erected by trained and qualified installers in accordance with the manufacturer's specifications. Whether a permit is required or not, it is the owner's responsibility to retain a Registered Professional(s) to verify the structural adequacy and flame resistance of the tent and to ensure that all applicable regulations and bylaws are met.

Required Drawings

Two (2) copies of a fully dimensioned site plan drawn to a minimum scale of $1/8" = 1' - 0"$ showing the following:

- The location of the proposed tent, as well as all other buildings and structures on the lot. A tent must be located a minimum of 3 m (10 ft.) from any other existing building or structure.
- All property lines, streets, and parking spaces. A tent may not reduce the number of required parking spaces.
- The access route(s) for emergency vehicles if the event will be enclosed by a fence or other obstruction.
- The location of washroom facilities that will serve the occupants of the tent.

Two (2) copies of fully dimensioned floor plans drawn to a minimum scale of $1/8" = 1' - 0"$ showing the following:

- The length and width of the tent.
- The type of occupancy or use that will occur within the tent.
- The maximum occupant load within the tent.
- All seating, tables, equipment, etc.
- The location of cooking equipment, if applicable.
- The width of any aisles.
- The location of exit signs and exit lighting, if provided.
- The location of emergency lighting, if provided.
- The type and location of space heating, if provided.
- The location and size of all exits and openings. The number and size of openings around the perimeter of a tent shall be based on the occupant load, travel distance, and floor area. All paths of travel to the tent exits shall be kept clear of obstructions at all times.

Required Documents

- A Temporary Tent Permit Application form.
- Two (2) copies of sealed and signed structural frame and anchorage system drawings with an accompanying Schedule B from a Registered Professional.
- Two (2) copies of sealed and signed architectural floor plan drawings with an accompanying Schedule B from a Registered Professional, if applicable.
- A letter from the property owner specifying when the temporary tent will be installed and removed.
- An Owner's Authorization form, if the applicant is not the property owner.

- Documentation, usually provided by the tent supplier, certifying that the tent and all tarpaulins and decorative materials used in connection with the tent conform to CAN/ULC-S109-M (Standard for Flame Tests of Flame-Resistant Fabrics and Films) or NFPA 701 (Standard Methods of Fire Tests for Flame Propagation of Textiles and Films).
- Authorization from the City of Surrey Parks, Recreation and Culture Department, if the tent is proposed to be located in a municipal park.

Fees

For each tent, the temporary tent permit fee will be based on the Building Bylaw Fee Schedule effective at the time of the permit application, and shall be paid at the time of permit application.