

TEMPORARY TENTS

General Information:

The word “tent” as used in the BC Building Code is intended to refer to a temporary shelter, which is used at an open-air event such as a fair or an exhibition. A tent will normally be constructed of a fabric held up by poles and attached to the ground by ties. The requirements for tents, however, are not intended to be applied to fabric structures located on buildings.

A Temporary Tent Permit is required for all tent structures exceeding 60 m² (646 ft²) in floor area. Tent structures that exceed 300 m² (3,229 ft²) in floor area may require a Registered Professional to review the floor layout and to provide Schedules B-1 and B-2 for the architectural discipline. Tents shall conform to Subsection 3.1.6. of Division B of the BC Building Code, which requires conformance with Section 3.3. “Safety within Floor Areas”, Section 3.4. “Exits”, and Subsection 3.2.3. “Spatial Separation and Exposure Protection”. Inspection of a temporary tent is required prior to its use.

If interior lighting within a tent is proposed, 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 will be required for any electrical work.

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 property. A tent must be a minimum of 3 m (10 ft) from any other 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 egress 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 engineered anchorage system drawings, with accompanying Schedules B-1 and B-2 letters of assurance from a Registered Professional, usually a structural engineer.
- 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:

The building permit fee will be based on the installation cost of the tent and shall be paid at the time of application.