



**CITY OF SURREY**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**  
 13450 - 104 Avenue, Surrey, British Columbia V3T 1V8

**Temporary Tent Permit Application No.:**      **B** \_\_\_ - \_\_\_

**Address**

**Description of Use (Event)**

*Example Only*

Is the tent certified for flame resistance conforming to CAN/ULC-S109 or NFPA 701?       Yes  No

Are there any existing building(s) within 3 m (10 ft) of the proposed installation location?       Yes  No

Will the tent be provided with: *(actual form has 3 copies)*

Bleachers or seats?       Yes  No      Sanitary facilities?       Yes  No

Cooking equipment?       Yes  No      Sidewalls?       Yes  No

Portable fire extinguishers?       Yes  No      Heating equipment?       Yes  No

Electrical wiring?       Yes  No

Approximately \_\_\_ people will be in attendance at one time.

The tent will be erected on \_\_\_ / \_\_\_ / \_\_\_ (MM/DD/YY) and dismantled on \_\_\_ / \_\_\_ / \_\_\_ (MM/DD/YY)

<b>Applicant</b>		Tel ( ) -
<b>Address</b>		Cell ( ) -
<b>Postal Code</b>	<b>Email</b>	Fax ( ) -
<b>Property Owner</b>		Tel ( ) -
<b>Address</b>		Cell ( ) -
<b>Postal Code</b>	<b>Email</b>	Fax ( ) -
<b>Registered Professional</b>		Tel ( ) -
<b>Address</b>		Cell ( ) -
<b>Postal Code</b>	<b>Email</b>	Fax ( ) -
<b>Person/Company Erecting Tent</b>		Tel ( ) -
<b>Address</b>		Cell ( ) -
<b>Postal Code</b>	<b>Email</b>	Fax ( ) -

As the Owner or authorized agent of the Owner with respect to this application, I certify the truth of all statements or representations contained herein. I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any By-laws or requirements of the BC Building Code, or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of, or in connection with this application. I acknowledge that in the event a permit is issued, any departure from the plans, specifications, or tent locations proposed in this application is prohibited and such could result in the permit being revoked. I further acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with By-laws or requirements of the Building Code, or regulations made thereunder, there shall be no right of claim whatsoever against the City of Surrey or any official thereof and any right of claim is hereby expressly waived.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_ (MM/DD/YY)

**OFFICE USE ONLY**

<b>Address</b>	
<b>Legal</b>	<b>Zone</b>
<b>Comments</b>	

**POS No** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_ (MM/DD/YY) **Received by** \_\_\_\_\_

## PLEASE READ THE FOLLOWING CAREFULLY

**The following statements contain clauses that waive certain rights of the applicant and thereby release the City of Surrey from liability and indemnity.**

In consideration of being granted the permission applied for, the applicant, and any party on behalf of whom the applicant acts, hereby agrees to:

1. Waive any and all claims that may arise in the future against the City of Surrey, its elected and appointed officials, officers and employees (hereinafter the "City") as a result of the issuance of this temporary tent permit or any works or construction undertaken pursuant to this permit or for any inspections undertaken as a result of this permit.
2. Release the City from any and all liability for any loss, damage, injury or expense that may be suffered due to any cause whatsoever including negligence or any breach of duty of care on the part of the City as a result of the issuance of this permit.
3. Indemnify and hold harmless the City from any and all liability for claims, judgements, costs and expenses of any kind whatsoever incurred by the applicant, or the party for whom the applicant acts as agent, or any third party that may in any way accrue against the City in consequence of and incidental to the granting of this permit.
4. Pay the costs of repairing any damage to sidewalks, curbs and/or any other City services by reason of the erection and removal processes in respect of which this permit is applied for.
5. Comply with all requirements of the Building By-law, 1987, as amended (the "Building By-law") and all other acts, regulations and by-laws in force in the City of Surrey, and certify that each temporary tent and its associated components meet the related requirements in the Building By-law and BC Building Code.
6. Provide only true and correct information in support of this application, and acknowledge that the City of Surrey accepts no responsibility for the accuracy or completeness of the information contained herein.
7. Accept that the payment of a permit fee and/or the issuance of a temporary tent permit by the City of Surrey is done solely to satisfy the requirements of the Building By-law and does not convey or imply assurance by the City of conformity with any or all other By-laws and Regulations.
8. Accept that this is only an application and does not constitute permission to erect any temporary tent.

## APPLYING FOR A TEMPORARY TENT PERMIT

### Temporary Tent Permit Regulations

A Temporary Tent Permit is required for any tent structure that exceeds **60 m<sup>2</sup> (646 ft<sup>2</sup>)** 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 m<sup>2</sup> (2,422 ft<sup>2</sup>)** 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.

Every person shall, before erecting a temporary tent or allowing a temporary tent to be erected, obtain a temporary tent permit in accordance with the provisions of Building By-law No. 9011. The requirements for temporary tents are not intended to be applied to fabric structures attached to buildings.

A guide outlining the requirements for a Temporary Tent Permit Application can be viewed on the City of Surrey website "[www.surrey.ca](http://www.surrey.ca)" (search "Temporary Tents").

### Issued Temporary Tent Permits

Once a temporary tent permit has been issued, no deviation from the accepted drawings or the approved scope of work shall be made without the prior written approval of the City.

**For further information, please call 604.591.4812.**