



BUILDING INSPECTION DEPARTMENT

Date: November 26, 2019

Tents must conform to the National Building Code (AE) and the National Fire Code (AE). The list below provides the common code requirements applying to tents. Additional requirements may apply depending on occupancy and use. All applicable legislation and conditions of the Safety Codes Act shall apply when installing a tent.

Permit Requirements:

1. An Occupancy Permit is required prior to erecting any tent structure intended for non-residential purposes greater than 10 m² (107 ²ft) unless permission in writing is granted from the City of Airdrie Building Inspections department.
2. Building Permits are required for:
 - A tent, or group of tents, collectively covering more than 60 m² (645 ²ft) in area
 - A tent located less than 3m from any other structure
 - A tent used for commercial purposes or containing commercial cooking equipment.
3. Building Permits are not required for:
 - Tent Structures located on a residential property for residential purposes or an event tent (or group of tents) that collectively cover less than 60 m² and are more than 3.0m from any structure and does not contain commercial cooking equipment.

Submission Requirements:

- A Site plan showing the location of the tent and the distances from all other structures.
- Description of the tent size, intended use and length of time the tent will be erected for use.
- Every tent, tarpaulins and decorative materials used in connection with a tent shall conform to the CAN/ULC-S109 "Standard for Flame Tests of Flame Resistance Fabrics and Films". Provide verification of the materials with the permit application.
- Manufacturer's or engineering installation requirements.

Tent Requirements:

- The ground enclosed by a tent and not less than 3m of ground outside the structure shall be cleared of all flammable material and vegetation that will spread fire.
- Anchorage of a tent under 300 m² (3229 ²ft) shall be as per manufactures recommendations. Anchorage of a tent that exceeds 300 m² shall have its anchorage designed by a professional engineer.
- Multiple tents shall be considered as one tent when they are placed with no separation between them in determining area for maximum tent size and area for anchorage.
- Two exits are required for every tent that is 150 m² or more in size unless otherwise required by code.

- Portable fire extinguishers shall be provided in all tents so that the travel distance does not exceed 75 ft between extinguishers unless otherwise required by code.
- An approved ventilation system is required if there is cooking that produces grease/oily vapours inside the tent.
- Combustible materials such as hay, straw and shavings are not permitted within a tent unless approved by the authority having jurisdiction.
- No smoking or open-flames will be permitted in a tent unless approved by the authority having jurisdiction.

Electrical & Gas Requirements:

- Electrical lights must be provided if the occupancy is greater than 60 people.
- Emergency exit signs are required if the occupancy is greater than 150 people.
- All electrical system and equipment in a tent including electrical fuses and switches shall be inaccessible to the public.
- Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic.
- Electrical permits are required for all electrical installations.
- Gas Permits are required for installations of gas heaters used to heat a tent.
(Note: Construction heaters will not be allowed for use in tents of public occupancy).

Tent Tables and Seating Requirements:

- The spacing between rows of tables must be not less than 1,400 mm where seating is on both sides of the tables (chairs are back to back), and the spacing is to be 1,000 mm where seating is only on one side of the table.
- Every aisle shall have a clear width of not less than 1,100 mm.
- A dead end aisle shall not be longer than 6 m.
- Aisles shall be located so that there are not more than seven seats between a seat and the nearest aisle (maximum of 15 seats between aisles).
- There shall be a minimum of 400 mm between the back of a row of seats and the front of the row behind.
- When the occupant load is greater than 200 people, seats shall be fastened together in groups no fewer than eight seats.
- The distance to exit doors by means of an aisle(s) shall not be more than 30 m if the tent is unsprinklered and an assembly occupancy.