

DEFINITION

The word “tent” as used here refers to a temporary shelter which is used at open air events such as fairs, festivals, exhibitions, etc. A tent will normally be constructed of fabric held up by poles and attached by ties and pegs.

CONDITIONS

In general, a special events permit will be required for tents, large concert stages, large bleachers, etc. used in conjunction with an event open to the public, whether on private or public property.

Note: For small tents not more than 83.6 square metres (900 square feet) a permit is NOT required. (See separate pamphlet for requirements.)

APPROVAL PROCESS

The approval process for special events permits begins at the Zoning and Permits Branch, Unit 31 - 30 Fort Street, 986-5140, after which the plans will be forwarded internally to other City offices involved in the process such as: the Health Department, Fire Prevention Branch, etc.

1. The Zoning and Permits Branch will require that you present the following information:
 - a) Three sets of plans (see code requirements below) which include a site location plan;
 - b) Certificate of title (if the site is vacant); and
 - c) Surveyor’s certificate (if there are existing buildings on site).

It is necessary for the applicant to provide sufficient information to demonstrate compliance with the requirements contained in Part 3 and 4 of the Manitoba Building Code for approval.

APPROVAL PROCESS FOR SPECIAL EVENTS PERMITS

- | | | |
|------|----------|---|
| STEP | 1 | APPLICATION SUBMISSION AND BUILDING CODE APPROVAL
Zoning & Permits Branch
Planning, Property and
Development Department
Unit 31 - 30 Fort Street |
| STEP | 2 | FIRE PREVENTION APPROVAL
Prevention Branch |
| STEP | 3 | HEALTH APPROVAL
Plans showing location of tent
and other facilities |



2. Fire Prevention - Manitoba Fire Code
3. Health will be forwarded the plans in those cases where food-handling is undertaken

MANITOBA BUILDING CODE REQUIREMENTS

Tents, large concert stages and bleachers are regulated by the Manitoba Building Code. It may be necessary for the applicant to retain the services of an Architect (Part 3) or a Professional Engineer (Part 4), skilled in the appropriate section of the Code to assume responsibility for compliance with the Code.

It is not the role of the Permit Technician to act in the capacity of the designer.

A) FIRE PROTECTION INFORMATION

1. **Interior layout plan which shows:**
 - the tent dimensions;
 - the location and width of exits;
 - the number of occupants; and,
 - a seating plan showing the location of aisles and aisle dimensions.
2. **Fabric approval.**

Every tent and all tarpaulins and decorative materials used in connection with such structures shall conform to ULC - S109, “Standard for Flame Tests of Flame-Resistant Fabrics and Films.”

The applicant will be required to submit proof that this requirement is achieved. Normally the tent supplier will have a Certification from an independent testing laboratory that the Fabric meets ULC - S109 or the equivalent NFPA Standard 701.

3. **Emergency lighting and exit signs.**

a) **Emergency lighting.**
If the occupant load of the tent exceeds 60 persons and illumination of the tent is provided from an electrical circuit, the tent layout must indicate provision for emergency lighting.

b) **Exit signs.**
Where the number of occupants exceeds 60 persons or where lighting levels are below that which would provide easy identification of the exits, exit signs must be provided and this must be indicated on the plan.

4. **Required inspection and certifications**

a) **Letter of Intent** — Where an architect is required, the architect must submit a letter of intent with the permit application. The letter of intent shall state that he/she will inspect the tent, stage, bleachers, etc. prior to occupancy and certify in writing to the building inspector that the tent is safe to be occupied.

b) **Certification Letter** — The certification letter referred to in (a) shall state:

This letter certifies that I have inspected the tent, stage, bleachers, etc. for the purposes of confirming Part 3 conformance with plans, specifications, and installation instructions. To the best of my knowledge the tent, stage, bleachers, etc. has been installed in accordance with all applicable Codes and Standards and is safe to be occupied. I will carry out periodic inspections that I judge reasonable to ensure that the tent, stage, bleachers, etc. is maintained in conformance with applicable Codes and Standards until it is dismantled.

B) STRUCTURAL DESIGN INFORMATION

1. Tent supplier's structural drawings of the tent and the specifications.

The application for a permit must include a structural drawing from the tent supplier indicating pole sizes, tie down locations, etc. Note: Tents under 900 sq. ft. do not require a permit.

If the area of the tent exceeds 83.6 square metres (900 square feet), the drawings and specifications must be under the seal of a Professional Engineer registered in the Province of Manitoba.

Tent suppliers may file a plan and specification with the Plan Examination Branch and refer to the drawing and specification rather than supplying this drawing with each new permit application.

2. Structural drawings for large stages, bleachers, etc. (for major events such as rock concerts)

The application for a permit must include all structural drawings for the erection of stages and bleachers and shall be submitted under seal and signature of a Professional Engineer registered in the Province of Manitoba.

3. Required inspection and certifications

- a) Letter of Intent** — Where a Professional Engineer is required, the engineer must submit a letter of intent with the permit application. The letter of intent shall state that he/she will inspect the tent, stage, bleachers, etc. prior to occupancy and certify in writing to the building inspector that the tent is safe to be occupied.
- b) Certification Letter** — The certification letter referred to in (a) shall state:

This letter certifies that I have inspected the tent, stage, bleachers, etc. for the purposes of confirming Part 4 conformance with plans, specifications, and installation instructions.

To the best of my knowledge the tent, stage, bleachers, etc. has been installed in accordance with all applicable Codes and Standards and is safe to be occupied. I will carry out periodic inspections that I judge reasonable to ensure that the tent, stage, bleachers, etc. is maintained in conformance with applicable Codes and Standards until it is dismantled.

OTHER CONSIDERATIONS

Additional approvals that may be required:

- If the tent, stage, bleachers, etc. is to be located in a City park
Booking Office, Community Services Dept,
395 Main Street
- If access to the site is from a regional street.
Transportation Division, Public Works Dept.
1155 Pacific Avenue
- If the tent, stage, bleachers, etc. is to be located within 350 feet (107 metres) of a waterway.
Waterways Section, Planning, Property &
Development Dept., Unit 15 - 30 Fort Street
- If the tent, stage, bleachers, etc. is to be located on an existing or abandoned landfill site.
Water and Waste Department,
1539 Waverley St.
- If the tent, stage, bleachers, etc. is to be located in the downtown area, and will be in place for more than 14 days.
Urban Design Review, Planning, Property &
Development Dept., Unit 15 - 30 Fort Street

Every effort has been made to ensure the accuracy of information contained in this booklet. However, in the event of a discrepancy between this booklet and the governing City of Winnipeg By-law, the By-law will take precedence.



For general inquiries on permit approval contact:

Zoning and Permits Branch
PH: (204) 986-5140
FAX: (204) 986-6347

Plan Examination Branch
PH: (204) 986-5268
FAX: (204) 986-3045

or



Winnipeg
at your service.

City of Winnipeg
Planning, Property and Development Department
83 - 30 Fort Street
Winnipeg, Manitoba
R3C 4X7

www.winnipeg.ca/ppd

JUNE 2010



PLANNING, PROPERTY
AND DEVELOPMENT
DEPARTMENT

Special Events Permits

**A general guideline for
permit approval of
special events (temporary
tents, large stages, large
bleachers, etc.)**

