



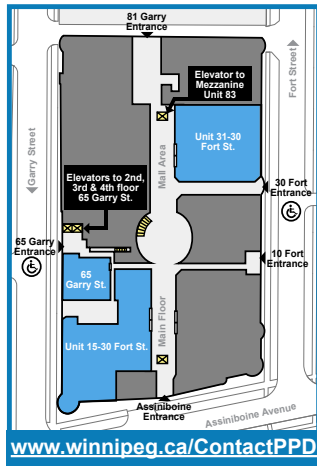
Planning, Property and Development Department

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www.winnipeg.ca/ppd



SPECIAL EVENTS PERMITS

A guideline for permit approval of special events (temporary tents, large stages & bleachers)



DEFINITION

“Tent” refers to a temporary shelter which is used at open air events such as fairs, festivals and exhibitions. 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 larger than 83.6 m² (900 ft²), large concert stages over .61 m (2 ft) high and all bleachers 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 m² (900 ft²) a permit is not required. However the special event itself may still require a permit.

APPROVAL PROCESS

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

- 1. The Zoning and Permits Branch requires that you present the following information:
a. Three sets of plans (see code requirements in this brochure) which include a site location plan
b. Certificate of title (if the site is vacant)
c. Surveyor’s certificate (if there are existing buildings on site)
d. Clear, legible floor plans for indoor events, including event area boundaries, exit locations and washrooms
e. A signed letter of permission from the venue owner/property manager

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.

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

APPROVAL PROCESS FOR SPECIAL EVENTS PERMITS
Step 1 APPLICATION SUBMISSION AND BUILDING CODE APPROVAL
Step 2 FIRE PREVENTION APPROVAL
Step 3 HEALTH APPROVAL

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.

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

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FIRE PROTECTION INFORMATION

1. Interior layout plan that 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.
- Fire extinguisher locations

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 met. 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

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

Exit signs - Where the number of occupants exceeds 60 people 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

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 or bleachers prior to occupancy and certify in writing to the building inspector that the tent is safe to be occupied.

Certification Letter - The certification letter referred to 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.

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 83.6 m² (900 ft²) do not require a permit.

If the area of the tent exceeds 83.6 m² (900 ft²), 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, trailer stages and bleachers (for major events such as 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

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 and bleachers prior to occupancy and certify in writing to the building inspector that the tent is safe to be occupied.

Certification Letter - The certification letter referred to 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 Outdoor Beer Gardens are to be located on City property such as parking lots, park, etc. the LGA permit and evidence of the following event insurance is to be sent to insurance@winnipeg.ca for review and approval 2 weeks prior to the event. \$5,000,000 general liability per occurrence including:

- Cross liability clause
- Liquor liability
- City of Winnipeg as an additional insured
- 15 days prior written notice of cancellation
- Specific date(s), location and event description indicated on the Certificate

If the tent, stage or bleachers are to be located in a City park, contact: Booking Office, Public Parks and Open Space, Public Works Department.

If access to the site is from a regional street, contact: Transportation Division, Public Works Department.

If the tent, stage or bleachers are to be located within 107 m (350 ft.) of a waterway, contact: Waterways Section, Planning, Property & Development Department.

If the tent, stage or bleachers are to be located on an existing or abandoned landfill site, contact: Water and Waste Department.

If the tent, stage or bleachers are to be located in the downtown area, and will be in place for more than 14 days, contact: Urban Design Review, Planning, Property & Development Department.