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## BUILDING PERMIT APPLICATION REQUIREMENTS FOR TEMPORARY TENTS AND STAGES

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This bulletin is intended to outline the City's building permit requirements with respect to temporary tents and stages. Often these types of structures are associated with other activities that may also require approval for special event or filming. Should the tent or stage be associated with a special event or filming, please consult with the Film and Special Events Office, Engineering Services for additional information (604 871-6260).

The following outlines the requirements for building permit applications related to temporary tents and stages:

### Tents

- Building permits are required for tents that exceed 60 m<sup>2</sup> in area.
- Where multiple tents are placed on the site, the tents must be located such that they are no closer than 3 m apart. If the tents are not at least 3 m apart, a **building permit will be required regardless of the size of the tent.**
- All materials used for the construction of tents must conform to CAN/ULC-S109-M "Standard for Flame Tests of Flame-Resistant Fabrics and Films". In order to assist staff with determining conformance to this standard, a permanent decal indicating that the material meets this standard must be affixed in a prominent location on the tent. This decal must be at least 75mm in diameter or at least 50mm x 50mm. Where a building permit is not required for the tent, it is the owner's responsibility to ensure that the fabric meets this standard.
- A professional engineer must be retained to confirm the structural adequacy of the tent (design loads and anchorage). The professional engineer must submit the appropriate letters of assurance to the City with the building permit application. Please note that, where a building permit is not required for a tent, it is the owner's responsibility to retain a Professional Engineer to verify the structural adequacy of the structure.
- An architect registered in the Province of British Columbia must be retained to sign and seal architectural drawings related to the tent where the area of the tent exceeds 275m<sup>2</sup>.

### Stages

- A building permit is required for all stages that are more than 1.2m above finished grade or greater than 40 m<sup>2</sup> in area.
- A professional engineer must be retained to confirm the structural adequacy of the stage.
- Where a building permit is not required for a stage, it is the owner's responsibility to retain a professional engineer to verify the structural adequacy of the stage.

Whether a building permit approval is required or not, it is common for temporary tents and stages to require other approvals or permits. These approvals and/or permits may include: development permits, electrical permits (refer to City of Vancouver Bulletin 2001-005-EL), special event approvals, fire department approval, engineering approval for water and sewer connections, liquor control board approval, and health approval. Further information related to these approvals and permitting requirements may be found on the City's website at: [www.vancouver.ca/tents\\_stages](http://www.vancouver.ca/tents_stages).

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