Example Events and Sample Plans

Example Events

1. A concert is planned for Victoria Park, with a 20’x40’ stage. There is not a tent. There will be no alcohol. City streets and/or sidewalks will need to be closed. The applicant must:
   a. Apply to book the City of Regina facility (specifically, the City Square Use Permit will be issued since this is occurring in Victoria Park).
   b. Apply for a temporary street use permit.
   c. Submit a Building Permit Application. Professional stamped plans may be required for the stage.

2. A group is holding a summer fair on private property with a main tent that is 40m², and three small tents that are each 10m². All tents are spaced at least 3 m apart from each other throughout the area. No City streets or sidewalks are closed, and alcohol is not available. The applicant must:
   a. Since none of the tents exceed the threshold for requiring a permit (60m²), and since the tents are well-spaced, they do not have to be considered as forming one larger structure. Therefore, a building permit is not required. The small tents are not required to meet NBC requirements as they do not exceed 10m². The owner shall ensure NBC requirements for the large tent are met.

3. A retail store is setting up a garden center under a 30’x50’ tent in the store parking lot. The applicant must:
   a. Submit a Building Permit Application and include a completed Temporary Structure Application. Conformance to the National Building Code must be shown on plans for the structure.

4. A youth group is running a fundraiser garage sale in the parking lot of a local church. A medium-sized (37 m²) shade tent for the snack area is being erected. There is no alcohol, and City streets and sidewalks will not be affected. The applicant must:
   a. Apply for a development permit.
   b. The tent is not large enough to require a building permit, but conformance to the National Building Code is still mandatory. If you are unsure if your event requires a permit, contact 306-7770-7000 for clarification.

5. A charity event in Wascana Park has a beer garden with a 40’x40’ tent. No City streets are sidewalks are being closed. The applicant will:
   a. Submit a Building Permit Application and include a completed Temporary Structure Application. Check with the Wascana Center for any additional requirements, including alcohol service.

6. A charity event in a City park will have a tent (100 m²) for a beer garden. A City street and/or sidewalk will also need to be closed. The applicant must:
   a. Apply to book the City of Regina park.
   b. The applicant must work with Community Services Department regarding the Special Occasion Application since alcohol will be served on City of Regina property.
   c. Apply for a temporary street use permit.
   d. Submit a Building Permit Application and include a completed Temporary Structure Application. Conformance to requirements from the National Building Code must be shown on plans.
Tents & Temporary Structures

Sample Tent Floor Plan

Sample Site Plan