

Temporary Structure/Use Checklist

Temporary Structure/Use Application Checklist

- Please complete all requirements of the application, including this checklist.
- Ensure all information is clear, legible and precise.
- Plans must be clean and done in a professional manner. Plans will be reviewed to ensure all National Building Code, National Fire Code, and City of Regina Bylaws and/or Regulations are met.
- Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” will not be accepted

	Required Items
<input type="checkbox"/>	Checklist
<input type="checkbox"/>	Temporary Structure/Use Application
<input type="checkbox"/>	Building Permit Application (for temporary structures, tents, etc.)
<input type="checkbox"/>	City of Regina Booking Confirmation (if applicable)
<input type="checkbox"/>	Temporary Street Use Permit Confirmation (if applicable)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Site Plan Must provide two (2) copies, on 11”x17” Plans must be drawn to scale in metric with the following components:</p> <ol style="list-style-type: none"> 1. Dimensions of property and proposed tent(s) 2. Locations of tent(s) and other buildings on the property 3. Location of entrances/exits to all facilities 4. Location of parking/loading areas and roadways 5. Location of all security fences, garbage, heated facilities, and washroom facilities <p><i>A sample Site Plan is included at the end of this package.</i></p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Temporary Structure Plan(s) Must provide two (2) copies, on 11”x17” Plans must be drawn to scale in metric with the following components for each tent:</p> <ol style="list-style-type: none"> 1. Type of tent/structure 2. Occupant load (not required if less than 60 persons and no alcohol will be served) 3. Anchorage and assembly details for each tent (stamped by a Professional Engineer) 4. What each tent is used for (volunteer sign-up, first aid, beer garden, etc.) 5. Flame certificate for each tent (for tipis, see information in the guide) 6. Proposed interior floor plan set up, with dimensions 7. Exit locations

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>8. Emergency lighting locations and details (if required)</p> <p>9. Emergency communication system (if required)</p> <p>10. Fire extinguisher location and rating</p> <p>11. Plans for all stages, bleachers, stands, etc. (Professional design may be required)</p> <p><i>A sample Tent Floor Plan is included at the end of this package.</i></p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Public Safety Documentation</p> <p>Must provide two (2) copies, of the following:</p> <ol style="list-style-type: none"> 1. Fire safety plan 2. Security plan 3. Parking lot/site access plan

Application materials can be found on Regina.ca

For more information, call 306-777-7000.

Temporary Structure/Use Application

Address of Proposed Temporary Structure/Use: _____

- 1) If the event is to occur on City of Regina property, application must be made with [Central Scheduling](#) to book the facility. Obtain your City of Regina booking confirmation and submit it with this application.
 2) If the event will disrupt vehicular or pedestrian traffic, a [Temporary Street Use Permit](#) will be required to close the street or sidewalk. Obtain the temporary street use permit from the Roadways & Transportation Department and submit confirmation with this application.

Applicant Information: Are you also the primary contact? Yes No

Name: _____

Address: _____ **Postal Code:** _____

Phone: _____ **Email Address:** _____

Note: if the applicant is not the owner of the property, a letter of authorization from the owner must be provided.

In an effort to improve customer service, the City of Regina may contact you regarding your application experience

Event Covered by this Application

Date(s) of Event:

Set up Date: _____

Take Down Date: _____

Event Dates: _____

Hours of Operation: _____

Area of Temporary Structure (m²): _____

Number of Persons to be Accommodated in Temporary Structure: _____

Number of Persons to be Accommodated in Permanent Facilities on Site: _____

Type of Event:

Live Entertainment Amplified Sound

Independent Operation or Overflow Facility*

Number of Attendees at Event: _____

Training of Security Staff: _____

Number of Security Staff: _____

Will Alcohol be Served? Yes[§] No

*If an overflow facility, please provide the capacity of the permanent facility: _____

§ If the event is is on City of Regina property, a City of Regina [Special Occasion Application](#) is required to obtain the Saskatchewan Liquor and Gaming (SLGA) permit. If the event is not on City of Regina property, the applicant/owner will be responsible to obtain the necessary permits.

Temporary Facilities:

Washroom Facilities: _____

Garbage Facilities: _____

Parking

Are there Existing Parking Spaces Displaced by the Event? Yes[♠] No

Number of Existing Parking Spaces Displaced: _____

♠ If "Yes", please refer to the requirements for parking in the attached "Temporary Structure/Use Application Guide"

Owner (printed)

Signature of Owner

Signature of Applicant

Date

, 20____

This guide and checklist are developed to assist individuals or organizations proposing to hold public or private gatherings requiring temporary structure or use approval. Municipal approval is required to ensure that zoning requirements are met, that temporary structures are erected in a safe manner and that adequate steps have been taken to mitigate the potential adverse effects of activity at the site. A development permit and a building permit are generally required. Additional permits and applications may be required, as described in this guide. Examples of temporary structures include tents and other temporary shelters for charitable events, church gatherings, summer fairs, beer gardens or similar types of events. A list of example events, a site plan, and a tent floor plan are provided at the end of this document.

Submission Requirements and Processes

Permits and Applications

A development permit and a building permit are generally required. Confirmation of associated permits, bookings and approvals may be required, depending on the specifics of the event. Additional details are provided below:

- **Development Permit:** a development permit is generally required if you wish hold a public gathering, regardless if a temporary structure is erected or not (i.e. Charitable event, summer fair, beer garden). This allows the City of Regina to verify compliance with the *Regina Zoning Bylaw No. 9250*. The development permit is applied for using the Temporary Structure/Use Application. **For events where a building permits is also required, the development permit is attached to the building permit. In cases where a building permit is not required, only a development permit will be issued.** If you are unsure if your event requires a development permit, contact 306-777-7000 for clarification.
- **Building Permit:** a building permit may be required if a structure is being erected, and is applied for using the [Building Permit Application](#). This allows the City of Regina to verify compliance with the National Building Code (NBC). Building permits are required for large tents, large concert stages, large bleachers, etc. The City of Regina places temporary tents into the following categories concerning building permits:
 - **Tents used for Licensed Events:** for events where alcohol is being served in the structure, a building permit is required, regardless of the size of the structure. Include a Building Permit Application, along with required plans and supporting documentation, when submitting your application.
 - **Tents greater than 24 m² (258.3 ft²) in area:** a building permit is required. Include a Building Permit Application, along with required plans and supporting documentation, when submitting your application.
 - **Tents less than or equal to 24 m² (258.3 ft²) in area:** a building permit is not required to be obtained, but code compliance is mandatory. Therefore, the applicant is not required to submit a Building Permit Application, but is required to ensure code compliance. NBC requirements are briefly discussed in this guide. A development permit and other confirmations must be obtained, as described in this guide.
 - **Note:** Tents 10 m² (107.6 ft²) or less in area are exempt from meeting NBC requirements, provided it does not create a hazard.

If the event includes multiple smaller structures being grouped together to form a larger structure, the combined area will be used for code evaluation. For events that do not include a structure, a development permit is still required as described above. Contact 306-777-7000 for clarification.

- **City of Regina Booking Confirmation:** if the event is to occur on City of Regina property, application must be made with [Central Scheduling](#) to book the facility. This application is separate and apart from the Temporary Structure/Use Application. Obtain the City of Regina booking confirmation and submit it with the Temporary Structure/Use Application.
- **Temporary Street Use Permit:** if the event will disrupt vehicular or pedestrian traffic, a [Temporary Street Use Permit](#) will be required to close the street or sidewalk. Obtain the temporary street use permit from the Roadways & Transportation Department. This application is separate and apart from the Temporary Structure/Use Application. Obtain confirmation of obtaining the temporary street use permit and submit it with Temporary Structure/Use Application.
- **Special Occasion Application:** for events serving alcohol on City of Regina property, a City of Regina [Special Occasion Application](#) is required to obtain the Saskatchewan Liquor and Gaming Authority (SLGA) permit. This Special Occasion Application is submitted to the Community Services Department, and is separate and apart from the Temporary Structure/Use Application. Confirmation of obtaining these permits is not required to be submitted with the Temporary Structure/Use Application. If the event is not on City of Regina property, the applicant/owner will be responsible to obtain the necessary permits.

The applications must be signed by the legal owner of the property or a letter of authorization from the owner must be provided.

All Applications are reviewed under the most current National Building Code of Canada, National Fire Code and City Bylaws.

The current fee for a Temporary Building Permit is included in the Building Division Fee Schedule available on [Regina.ca](#).

Plans and Documentation

Two (2) copies of all plans and documents must be provided. See the Temporary Structure/Use Checklist for more information on the documentation and information that must be submitted.

Approval Process

The following process is used for municipal approval for building permits and development permits:

1. Documentation required for your application is submitted to Development Services, City of Regina.
2. The application is reviewed for zoning compliance with the Temporary Land Use Regulations in the *Regina Zoning Bylaw No. 9250*.
3. The application is reviewed for compliance with the National Building Code and National Fire Code.
4. The Building Standards Branch and/or Current Planning Branch either denies or approves the application and advises the applicant.

Processing Time: it is best to apply as early as possible. It takes at least 4 to 6 weeks to process and get approvals for the permits to erect a temporary structure.

Building Code, Zoning & Fire Department Requirements

Building Code Requirements

Building permits are required for large tents, large concert stages, large bleachers, etc. Tents must comply with Division B Subsection 3.1.6 - Tents and Air-Supported Structures of the National Building Code of Canada (NBC). The City of Regina places temporary tents into the following categories concerning building permits:

- **Tents used for Licensed Events:** for events where alcohol is being served in the structure, a building permit is required, regardless of the size of the structure. Include a Building Permit Application, along with required plans and supporting documentation, when submitting your application.
- **Tents greater than 24 m² (258.3 ft²) in area:** a building permit is required. Include a Building Permit Application, along with required plans and supporting documentation, when submitting your application.
- **Tents less than or equal to 24 m² (258.3 ft²) in area:** a building permit is not required to be obtained, but code compliance is mandatory. Therefore, the applicant is not required to submit a Building Permit Application, but is required to ensure code compliance. NBC requirements are briefly discussed in this guide. A development permit and other confirmations must be obtained, as described in this guide.
 - **Note:** Tents 10 m² (107.6 ft²) or less in area are exempt from meeting NBC requirements, provided it does not create a hazard.

The following outlines the specific National Building Code requirements regarding the use of tents for special events.

Tent Design and Anchorage

All tent design and associated anchorage must be signed and stamped by a professional engineer registered to practice in the Province of Saskatchewan. Please work with your tent supplier to ensure stamps are provided. Set up of the tent must be performed by qualified personnel.

Tent Location on Site

- Tents shall not be erected within 3 meters (m) of other permanent structures unless the tent will not be occupied by the public and the space between structures does not pose a hazard to the public
- Tent(s) shall be sufficiently distant from one another to provide an area to be used as a means of emergency egress
- Tents having not more than 120 square meters (m²) in ground area are permitted to be located against another tent provided all tents are located in an open space (ie. fair grounds) and do not create a hazard to the public.
- The ground enclosed by the tent and not less than 3 m of the ground outside shall be cleared of all flammable material and vegetation that will spread fire.

Flame Certificate

Every tent, all tarpaulins and decorative material used in connection with the tent shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films". The City of Regina will **not** accept California State Marshall, or NFPA Flame Certificates.

Flame Certificate for Tipis

Tipis either do not meet the requirements of flame tests or cannot be tested without destroying the material. Tent fabric and tipis can be coated in flame resistant liquids, however the cultural significance and strength of the tipi supports are then compromised. The flame resistant liquid discolours the fabric which typically contain significant cultural drawings. This liquid also increases the fabric weight, thereby adding stress to the support poles. Where a flame certificate cannot be provided for a tipi, an alternative solution must be provided to demonstrate compliance with the National Building Code and the National Fire Code.

- **Tipis owned by the City of Regina:** an alternative solution is available for City-owned tipis. Please contact Building Standards at 306-777-7000 to obtain the alternative solution.
- **Privately owned tipis:** the applicant is responsible to demonstrate compliance with the National Building Code and National Fire code, either by complying with applicable acceptable solutions, or through the use of alternative solutions that will achieve at least the minimum level of performance required by the acceptable solution. Please contact Building Standards at 306-777-7000 for more information.

Exits and Egress

- One (1) exit is acceptable if:
 - The occupancy is expected to be 60 persons or less,
 - The ground area of the tent is less than 150 m²; and
 - The travel distance to the exit is less than 15 m.
- A minimum* of two (2) exits are required where:
 - the occupancy is expected to be greater than 60 persons,
 - the area of the tent is greater than 150 m², or
 - the travel distance to exits is greater than 15 m.
- Exits must be located so they are clearly visible and accessible at all times.
 - Access to exits must be clear of obstructions and have a minimum width of 1.1m or meet Article 3.1.6.1 of the National Building Code.
 - Exits cannot be through tent flaps. If exit doors are latched or locked, it can only be done with panic hardware.

*More exits are required for larger occupancies or tents as per Section 3.4 of the National Building Code.

Occupant Load

Provide the allowable occupant load for the tent using the table and example below. An occupant load is defined as the number of persons for which a building (or tent) is designed. **If less than 60 persons are expected and no alcohol will be served at the event, an occupant load does not need to be provided.**

Event Type	Area per person
Alcohol Served	1.2 m ²
Standing space	0.4 m ²
Non-fixed seats	0.75 m ²
Non-fixed seats and tables	0.95 m ²

Example: An event hosted in a 60 x 30 ft tent has tables and chairs. The area of the tent is 60 x 30 = 1800 ft² (167.2 m²). Using the area per person for “non-fixed seats and tables” of 0.95 m²/person, the occupant load = 167.2 m² ÷ 0.95 m²/person = **176 persons.**

Emergency Lighting and Exit Signs

Emergency lighting is required if the occupant load exceeds 60 persons. Emergency lighting is required to illuminate the ground and must run in the event of a loss of power. Emergency lighting may be provided by battery packs and will not be required if the lighting is provided by power generators. Exit signs are not emergency lighting, but some exit signs are equipped with emergency lighting. Exit signs are required for an occupant load exceeding 150 persons.

Stages, Bleachers, Stands, etc.

Building permits are required for large concert stages, large bleachers, etc. and must be properly designed and erected. The NBC requirements apply to these structures. If the structures are large and pose significant risk, then the requirements include, but are not limited to:

- Plans must be signed and stamped by a professional engineer registered to practice in the Province of Saskatchewan. The structural engineer must also inspect and approve of the work before it is put into use. Work with the supplier of the structure to ensure these requirements are met.
- Structural requirements of Division B, Part 4 of the NBC
- Fire protection, occupant safety and accessibility requirements of Division B, Part 3 of the NBC

Structures that are small and have a low risk may not be required to meet the requirements above (examples: small stages that are less than 600 mm in height, manufactured low-rise bleachers with only a couple risers, etc.). Documentation regarding these small structures will be required with the application in order to determine the level of professional involvement required. If you are unsure if your event requires a building permit for these types of structures, contact 306-777-7000 for clarification.

Zoning Requirements

The application is reviewed for zoning compliance with the Temporary Land Use Regulations in the *Regina Zoning Bylaw No. 9250*.

Setbacks

- Setback must meet the minimum zone requirements. If you are not aware of the zone, contact Current Planning Branch at 306-777-7000.
- Refer to Chapter 5, Part 5C of the *Regina Zoning Bylaw No. 9250* for setback requirements for your zone.
- Provide metric dimensions for the setbacks on the submitted site plan.

Regulations for Specific Temporary Uses

- Refer to Chapter 12, Part 12C of the *Regina Zoning Bylaw No. 9250* for the specific regulations for each specific temporary use.

Security

- Refer to Chapter 12, Part 12C of the *Regina Zoning Bylaw No. 9250* for security requirements.

Parking

- Provide the number of stalls displaced by the temporary use.
- Provide the new location and size of stalls that are to replace the displaced stalls on the site plan.
- Provide written consent from the owner if the proposed parking stalls are located on private property.

To calculate parking requirements refer to Chapter 14 of the *Regina Zoning Bylaw No. 9250*.

Fire Department Requirements

Tents must comply with Division B, Section 2.9 of the 2015 National Fire Code (NFC). The following information outlines the specific requirements of Regina Fire Service related to the use of tents for special events.

Electrical Systems

- The electrical system in a tent or air supported structure shall be maintained and operated in a safe manner. Portable electrical systems shall be inspected for fire hazards and defects shall be corrected before the tent or air supported structure is occupied by the public. The electrical system and equipment shall be inaccessible to the public. Cables on the ground in areas used by the public in the tent shall be placed in trenches or protected by covers to prevent damage from traffic.

Combustible Materials

- Hay, straw, shavings or similar combustible materials other than necessary for the daily and care of animals shall not be permitted within a tent used for an assembly occupancy.

Smoking and Open Flame

- Smoking and open flame devices shall not be permitted in a tent while it is occupied by the public.

Fire Watch

- A person shall be employed to watch for fires when a tent or air supported structure is occupied by more than 1000 persons. A person employed to watch for fires shall be familiar with all fire safety features, including the fire safety plan, the condition of exits and to ensure the means of egress are kept clear at all times.

Fire Alarm System

- If the occupant load is more than 1000 persons some means of communicating with the public must be provided (i.e. a loud speaker). This should be available to security personnel or the tent manager. Security personnel or a person employed to watch for fires shall be familiar with the fire safety features, fire safety plan and ensure that the means of egress are kept clear.

Fire Extinguishers

- Fire extinguishers are required to be installed according to *NFPA 10: Standard for Portable Fire Extinguishers*

Fire Safety Plan

- Provide a fire safety plan. At a minimum a fire safety plan should include:
 - Details on the emergency procedures to be used in case of fire including:
 - Notifying the fire department
 - Instructing occupants on procedures to be followed in the event of fire
 - Evacuating occupants, including special provisions for persons requiring assistance
 - Confining, controlling and extinguishing the fire
 - The training and appointment of responsible staff or volunteers to carry out fire safety duties
 - The control of hazards in the structure

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 and obtain confirmation that it is booked (specifically, the City Square Use Permit will be issued since this is occurring in Victoria Park).
 - b. Apply for and obtain a temporary street use permit.
 - c. Submit a Building Permit Application after obtaining confirmation that the City facility is booked and after obtaining the temporary street use permit. When the building permit is issued, the development permit will be automatically attached. 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 under 10m² spaced throughout the area. The main tent has a small and low stage/platform rented from a local supplier. No City streets or sidewalks are closed, and alcohol is not available. The applicant must:
 - a. Submit a Building Permit Application and include a completed Temporary Structure/Use Application. When the building permit is issued, the development permit will also be automatically attached. Conformance to requirements from the National Building Code regarding the large tent must be shown on submitted plans. The small tents are not required to meet NBC requirements. Include documentation regarding the small stage/platform with the application so reviewers can determine if additional information is required.
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/Use Application. When the building permit is issued, the development permit will also be automatically attached. 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 (15 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:
 - a. Will not apply for any permits. The tent is not large enough to require a building permit, **but conformance to the National Building Code is still mandatory**. The temporary use of the property is considered short-term and low-impact in nature, and so does not require a development permit. 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 or sidewalks are being closed. The applicant will:
 - a. Submit a Building Permit Application only. Only a building permit will be issued (a City of Regina development permit will not be included, as this event is under the jurisdiction of the Wascana Center Authority. Check with the Wascana Center Authority 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 facility and obtain confirmation of the booking. The applicant must also submit the Special Occasion Application since alcohol will be served on City of Regina property.
 - b. Apply for and obtain a temporary street use permit.
 - c. Submit a Building Permit Application and include a completed Temporary Structure/Use Application after obtaining confirmation that the City facility is booked and after obtaining the temporary street use permit. When the building permit is issued, the development permit will also be automatically attached. Conformance to requirements from the National Building Code must be shown on plans.

