

# Building Permit Application

<b>Applicant Information (required)</b>		
Name:	Address:	Are you also the primary contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Code:	Email:	Phone:
<b>Legal Land Owner Information (required)</b>		
Name & Company Name (if applicable):		
Position/title:	Email:	Phone:
<b>Additional Contacts (if applicable)</b>		
Primary Contact:	Email:	Phone:
Building Contractor:	Email:	Phone:
Engineer/Architect:	Email:	Phone:
Mechanical/Plumbing Contractor:	Email:	Phone:

<b>Building Use</b>	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Duplex/Semi-detached	<input type="checkbox"/> 3+ Units Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Temporary
<b>Nature of Work</b>	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Other			
<b>Building Address and Legal Land Description</b>								
Address:								
Lot:			Block:			Plan:		
<b>Describe the Scope of Work</b> <i>(explain the project in detail; include specifics so we can understand the project)</i>								
<b>Total Cost of Construction</b>						<b>\$</b>		

<b>Request for Building and Occupancy Permit (required)</b>			
<p>I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all City of Regina bylaws and/or provincial laws regarding building and occupancy. It being expressly understood that the issuing of a permit does not relieve the applicant/owner from complying with all bylaws and national building codes though not called for in the specifications or shown on plans and/or applications submitted. I understand that conditions may be placed on the permit and must be complied with during construction.</p> <p>The building shall not be occupied until such time as an occupancy permit is issued to the owner. Work shall commence within six months, shall not be stalled for period of more than six months, and shall be completed within two years from the date of issue or permit will be cancelled. The use of street, sidewalk or lane during construction requires additional authorization. This application form does not allow work to start as this is not an issued building permit.</p>		<p>The information on and within the permit documents are collected under the Local Authority Freedom of Information and Protection of Privacy Act. The purpose of the collection is to process your application for a building permit. It will be retained as a record of your application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to The Cities Act, The Construction Codes Act and the City's Building Bylaw and The Planning and Development Act.</p> <p>Issued City permits, including name of applicant, name of owner, description of work, location, value of work and contractor names, may be released to members of the public by the City in accordance with the provisions of The Local Authority Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact Building Standards at 306-777-7000.</p>	
_____	_____	_____	____/____/____
Legal Land Owner (printed)	Signature of Legal Land Owner <i>(or signed Letter of Authorization)</i>	Signature of Applicant	Date (MM/DD/YYYY)

# Tents, Stages & Temporary Buildings

**A building permit is required to construct a tent, gazebo, stage or temporary building if:**

## Tents (temporary greenhouses, event spaces, etc.)

- An individual or group of temporary buildings are greater than 60m<sup>2</sup> (625 ft<sup>2</sup>).
  - Structures must be at least 3m from other buildings or property lines unless they are constructed with noncombustible materials or fabrics that meet CAN/ULCS109.
  - Structures spaced more than 3m apart can be considered separate buildings.

## Gazebos

- Gazebos over 25m<sup>2</sup> (270 ft<sup>2</sup>) when serving a residential dwelling unit, or
- Gazebos over 60m<sup>2</sup> (625 ft<sup>2</sup>) when serving more than one residential unit or commercial/public uses

## Stages

- A stage is higher than 1.2m (48in) above grade.

## Temporary Buildings (seasonal buildings, warm up shelters, etc.)

- Building over 10m<sup>2</sup> and used for any purpose other than an on-site construction offices.

**Regardless if a permit is required, tents and gazebos over 10m<sup>2</sup> must include:**

- Structural design signed and sealed by a licensed design professional.
- Structures cannot be less than 3 meters away from another structure or property line.
- Tent or greenhouse coverings must conform to CAN/ULC-S109.\*
- Combustible materials, such as hay, straw and shavings, cannot be located in or near the structure.
- Portable extinguishers must be provided for the protection of occupants and the building structure.
- Electrical systems and equipment, must not be accessible to the public.
- Open-flame devices are not permitted.
- Cooking that produces grease/oily vapours will not be allowed inside tents without an approved ventilation system.

\*Tipis with natural coverings do not need to meet CAN/ULC-S109. Open flame is permitted when supervised.

## How to Submit Your Application

Submit your completed application online by [registering for eBuild](#). Applying online allows you to track the status of your application and access application information from anywhere.

## Permit Fee

The fee for a tent or temporary permit is \$138/month.

Once your permit is approved, you will be contacted by email to pay for your permit. After payment is made, your permit will be emailed to the applicant/owner/contractor.

## Inspections

Once you know when your set up will be complete, please use our online booking [Commercial Building Inspection](#) form or call 306-777-7551. Inspections booked within 2 business days cannot be guaranteed based on staff availability.

**For more information or if you have questions about the application process, please contact Service Regina [online](#) or by phone at 306-777-7000.**

## Application Checklist

The following items must be included in your application package:

*Applications will not be accepted until all information is provided.*

- Building Permit Application Form**
  - Signed by legal owner of the property (registered on title)
- Submission Detail Form** (page 3)
  - Signed by legal owner of the property (registered on title)
- Site Plan** (metric plans preferred)

*Supply accurate and detailed plans to speed up the application review process.*

**Including a site survey (Real Property Report or lot plan) with your application package is recommended to increase your first-time approval rate.**

If a site survey is unavailable, plans must be well-drawn, properly dimensioned and include all required components:

- Lot shape and size (with property lines labelled)
- Location and size of proposed tent(s), stages(s) and/or building(s), complete with dimensions to all existing buildings and property lines
- Location of entrances/exits to all facilities
- Location of parking
- Location of abutting streets or lanes

### **Plans**

#### Tents & Stages

- Type of tent/structure
- What each tent is used for (volunteer sign-up, first aid, beer garden, etc.)
- Occupant load
- Anchorage and assembly details for each tent (stamped by a Professional Engineer)
- Flame certificate for each tent (for tipis, see information in the guide)
- Fire extinguisher location and rating
- Proposed interior floor plan set up, with dimensions
- Exit locations
- Emergency lighting locations and details (if required)
- Emergency communication system (if required)
- Plans for stages, bleachers, stands, etc. (Professional design may be required)

#### Temporary Buildings

- Engineered foundation and anchorage
- Structural, architectural, electrical, mechanical drawings as required
  - Professional seal if outside the scope of Part 9
- CSA A277 Certificate
- NECB Compliance Documentation (when applicable)

## Submission Details

Submit this completed form with your application.

### Address of Proposed Temporary Structure

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- 1) If the event is to occur on City of Regina property, application must be made with [Central Scheduling](#) to book the facility.
- 2) If the event will disrupt vehicular or pedestrian traffic, a [Temporary Street Use Permit](#) will be required to close the street or sidewalk.

### Primary Contact for Temporary Structure (if different than on the Building Permit Application):

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*

Set up Date: \_\_\_\_\_

Take Down Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Event Dates (if applicable): \_\_\_\_\_

Total Area of Temporary Structure (m<sup>2</sup>): \_\_\_\_\_

Number of Persons to be Accommodated in Temporary Structure: \_\_\_\_\_

Will Alcohol be Served?  Yes  No

§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.

## Application Guide

This guide and checklist are developed to assist individuals or organizations proposing to hold public or private gatherings requiring temporary structure approval. Municipal approval is required to ensure 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 building permit is generally required. Additional permits and applications may be required, as described in this guide. Examples of temporary structures include tents, stages and other temporary shelters for charitable events, church gatherings, summer fairs, beer gardens or similar types of events.

**Other permit application(s) may be required and are separate from the building permit process.**

**City of Regina Parks:** if the event is to occur on City of Regina property, application must be made with [Central Scheduling](#) to book the facility.

**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.

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

## Zoning Information

Tents, stages or temporary buildings that are proposed in parking lots require a development permit even if a building permit is not needed. A building permit regulates construction according to the National Building Code, while a development permit regulates the minimum parking requirements for the principal land use according to the [Zoning Bylaw](#). A development permit is required to ensure the minimum parking requirements are still met when the location of the tent, stage or temporary building is located in the parking lot. **This application includes a building and zoning review and you will be issued both a building and development permit upon approval.**

All tents, stages or temporary buildings must comply with zoning regulations even if a building permit is not required. Temporary structures must be located entirely within the property's boundaries and are subject to setback regulations within the [Traffic Bylaw](#) for sight lines.

Parking regulations will vary depending on the zone of the property. Access the City of Regina's [zoning map](#) to determine your property's current zone. The zone for a property is found to the right of the "code" field in the search results window.

All regulations for each zone can be found in the [Regina Zoning Bylaw 2019-19](#).

Before finalizing your design, applicants are encouraged to contact Service Regina [online](#) or by phone at **306-777-7000** to confirm requirements as they vary depending on the zone and other factors.

## National Building Code Requirements

### Tent, Stage or Temporary Building Design and Anchorage

All tents, stages and temporary buildings over 10m<sup>2</sup> in area shall have the structural design and associated anchorage signed and stamped by a professional engineer or architect registered to practice in the Province of Saskatchewan. Drawings must be sealed within 1 year of the adoption date of the National Building Code. Please work with your supplier to ensure stamps are provided. Set up of the structure must be performed by qualified personnel.

### Tent Anchorage

Tents must be anchored in a manner that will provide the loading required by the engineered structural drawings. In lieu of engineered anchoring, the City of Regina accepts blocking or anchors installed in accordance with the [IFAI Pocket Guide](#), matching the required loading on the engineered drawings.

### Professional Site Inspections

Section 15(2) of the Construction Codes Act (CCA) requires an engineer to design and inspect structures which were designed under Part 4 of the NBC. Although required by the legislation for all temporary buildings, the City will only require confirmation of an engineering site visit for:

- Stages over 1.2m tall, including speaker stands and other ground supported rigging unless the stages are the mobile vehicle type.
  - Rigging from a building such as in a theater or arena does not require an engineering inspection confirmation if the building was previously designed to support the loads provided and the owner has received prior engineering guidance.
- Seasonal buildings which will be in place for more than 15 calendar days unless engineering confirmation has been provided and confirms anchors are not required (skid supported).

### Tent, Stage & Temporary Building Location on Site

- Tents and temporary structures shall not be erected within 3 meters (m) of other permanent structures
- Tents and temporary structures shall be sufficiently distant from one another to provide an area to be used as a means of emergency egress
- 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 for Tent Cover

Every tent, all tarpaulins and decorative material used in connection with the temporary structure 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.

### Exits and Egress

- One (1) exit is acceptable if:
  - The occupancy is expected to be 60 persons or less,
  - The ground area of the structure is less than 150 m<sup>2</sup>; 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 structure is greater than 150 m<sup>2</sup>, or

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- 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 meet Article 3.1.6.1 of the National Building Code.
  - Exits cannot be through tent/fabric flaps. If exit doors are latched or locked, it can only be done with panic hardware.

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

## Occupant Load

Provide the allowable occupant load for the structure 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 <sup>2</sup>
Standing space	0.4 m <sup>2</sup>
Non-fixed seats	0.75 m <sup>2</sup>
Non-fixed seats and tables	0.95 m <sup>2</sup>

**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 ft<sup>2</sup> (167.2 m<sup>2</sup>). Using the area per person for “non-fixed seats and tables” of 0.95 m<sup>2</sup>/person, the occupant load = 167.2 m<sup>2</sup> ÷ 0.95 m<sup>2</sup>/person = **176 persons.**

## Emergency Lighting and Exit Signs

Emergency lighting may be required if the occupant load exceeds 60 persons. If the event occurs during daytime hours only, relaxations may apply. 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

## CSA A277 Certificate for Factory-Constructed Buildings

For buildings constructed within factories, the local authority where the building will eventually be placed is not able to perform periodic inspections. Therefore, factory-constructed buildings shall have a CSA A277 certificate. The CSA A277 certificate will provide the City of Regina with some assurance that concealed components of the building do not need to be uncovered to allow for inspection on site. Proof of this shall be provided with the building permit application.

## **NECB Compliance for Temporary Buildings**

For buildings originally constructed prior to January 1, 2019, the National Energy Code for Buildings (NECB) does not apply. Therefore, if a temporary building existed prior to this date, proof of this shall be provided with the building permit application to allow for exemption from NECB. However, if the structure was built on or after January 1, 2019, NECB compliance is required. For these buildings, provide documentation to show that the building complies with NECB.

Note: NECB does not apply to tents.

## **National Fire Code Requirements**

Tents, stages and temporary buildings must comply with Division B, Section 2.9 of the National Fire Code (NFC). The following information outlines the specific requirements of Regina Fire Service related to the use of temporary structures 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 structure 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 structure 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 structure used for an assembly occupancy.

### **Smoking and Open Flame**

Smoking and open flame devices shall not be permitted in a structure while it is occupied by the public. Ceremonial use is permitted under supervision in tipis.

### **Fire Watch**

A person shall be employed to watch for fires when a structure 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.

### **Emergency Communication 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 structure 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:



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- 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

## **Event Seating**

### Auditorium Style Seating

Aisle must be located so that there are not more than 15 seats between every seat and the nearest aisle (31 seats in a row), and the clear width of an aisle must not be less than the greater of:

- 1200 mm or
- the number of seats served by that aisle multiplied by 1.8 mm.

When the occupant load exceeds 200, the seats in a row shall be fastened together in units of no fewer than 8 seats. Where there are 7 seats or fewer in a row, all the seats in the row shall be fastened together. Zip or cable ties are acceptable.

### Table Seating

If seating is provided on both sides of table rows, 1400 mm must be provided between the rows of tables.

If seating is on one side of the tables only, then 1000 mm is required between the successive rows of tables.