

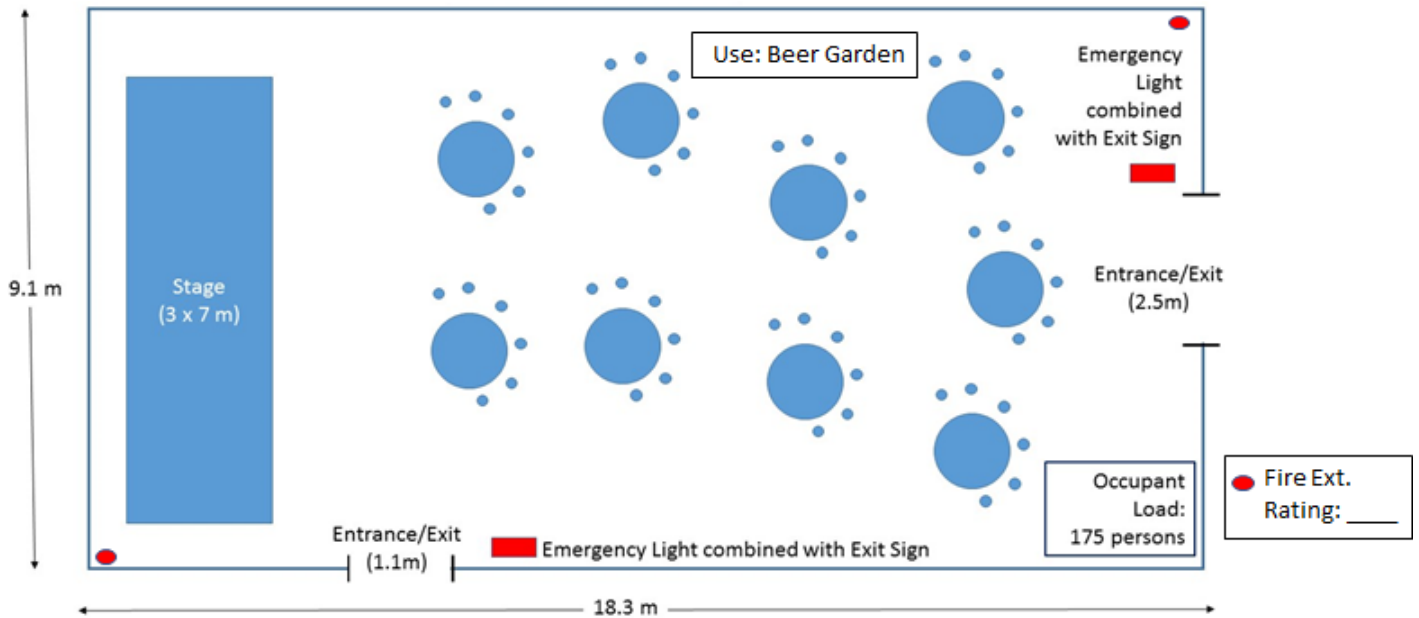
## Example Events and Sample Plans

### 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 40m<sup>2</sup>, and three small tents that are each 10m<sup>2</sup>. 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 (60m<sup>2</sup>), 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 10m<sup>2</sup>. 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 m<sup>2</sup>) 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 m<sup>2</sup>) 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

