

## Planning & Development Services

### Tents & Temporary Structures Application Guide

#### Application Checklist

Permit applications are to be submitted a minimum of four (4) weeks prior to the event date.

The following items must be included in your application package:

- [Building Permit Application Form](#)
  - Signed by legal owner of the property (registered on title)
- Submission Details Form** (page 2)
- Site Plan** (metric plans preferred)
  - Please ensure the site plan includes:
    - Lot shape and size (with property lines labelled)
    - Location and size of proposed structure(s) with dimensions given to existing buildings and to property lines
    - Locations of entrances/exits
    - Location of parking
    - Location of abutting streets or lanes
- Plans**
  - Tents and Stages
    - Tent floor plan describing the use, showing the proposed layout of tables and chairs (when applicable), fire extinguishers, locations of walls, location and size of exits and location of emergency lights and exits signs (where applicable)
    - Anchorage and assembly details for each tent (stamped by a professional engineer)
    - Flame certificate for each tent (testing as per CAN/ULC-S109)
    - Plans for stages, bleachers, stands, etc. (professional design may be required)
  - Temporary Buildings
    - Engineered foundation and anchorage
    - Structural, architectural, electrical and mechanical drawings as required
      - Professionally sealed plans if outside the scope of Part 9
    - CSA A277 Certificate (as required)

## Submission Details Form

Submit this completed form with your application documents.

Tent Vendor Name: \_\_\_\_\_

Vendor Email: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

### Address of Proposed Temporary Structure <sup>(1,2)</sup>

- \_\_\_\_\_
- 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

### Event Details

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

Take-down Date: \_\_\_\_\_

Event Dates: \_\_\_\_\_

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

Will Alcohol be Served?  Yes\*  No

\*If the event 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.

### Tent Information

Tent Dimensions (length x width): \_\_\_\_\_ X \_\_\_\_\_ (If tents are grouped, give the overall size)

Tent Arrangement:  Single tent  Tents grouped as described: \_\_\_\_\_

Tent Walls:  All sides open  All sides closed  Three sides closed  Other:  
\_\_\_\_\_

Number of persons to be accommodated in tent: \_\_\_\_\_

Check this box if the above information is going to be clearly shown on the site plan for each tent, rather than on this form (beneficial for applications with multiple tents).

## Application Guide

This guide and checklist are intended 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. 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.

For rented tents, stages and similar temporary structures, customers should ensure that their rental vendor provides all required documentation at the time of booking. Vendors are expected to maintain complete, ready-to-use technical information for each rental item, so customers can meet permit requirements without delay.

To streamline the process, customers may authorize their vendor to apply for the building permit on their behalf. Authorization from the legal landowner is required with a building permit submission. This approach improves accuracy, speeds up approval and ensures clear communication between the vendor and the City throughout the permitting process.

## Zoning Information

Tents, stages or temporary buildings that are proposed in a lot require a development permit even if a building permit is not needed. A development permit ensures accordance to the Zoning Bylaw. It generally covers the land uses that can be developed on a site and applicable development standards, such as minimum yard setbacks, lot coverage, recommended numbers of on-site parking stalls, etc., for the principal land use.

**This application includes a building and zoning review and you will be issued both a building and development permit upon approval. Contact [permitfilesupport@regina.ca](mailto:permitfilesupport@regina.ca) with requirement questions.**

All proposed tents, stages or temporary buildings or structures must be located entirely within the property's boundaries and are subject to setback regulations within the Traffic Bylaw for sight lines in addition to the Zoning Bylaw requirements.

The allowable temporary land uses, development standards and 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 the 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 and National Fire Code Information

The sections below provide a summary of the National Building Code (NBC) requirements and the National Fire Code (NFC) requirements. Please be aware that the City of Regina only requires a building permit to be obtained when certain thresholds are met. Reference the advisory or [Regina.ca/Build](http://Regina.ca/Build) for more information.

**However, regardless of whether a permit is required, tents and gazebos with an area greater than 10 m<sup>2</sup> must meet the requirements outlined in the following sections to be compliant with the Code.**

## National Building Code Requirements Professional Design for Tents, Stages or Temporary Buildings

All tents, stages and temporary buildings over 10 m<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. Beginning when the National Building Code (NBC) 2025 was adopted in Saskatchewan, tent drawings must be sealed within one year of the adoption date of the latest edition of the NBC. As Code editions are generally updated every five years, this will result in tent designs being updated and re-sealed about every five years. The one-year period from adoption is to provide tent suppliers time to obtain updated sealed drawings. Please work with your supplier to ensure stamps are provided. Set-up of the structure should be performed by qualified personnel.

### Tent Structure and Anchorage

The professional sealed tent designs shall clearly specify tent structural elements (steel members and guy line sizing, etc.) and shall clearly identify the required anchorage. The engineered drawings should clearly identify the factored resistance required at each staking location and shall clearly identify the anchorage locations on the drawing (anchorage at guy lines, anchorage at post bases, etc.). The drawings shall provide details for anchorage by embedded anchors, as well as details for anchorage achieved with ballasts/weights (with assumption for surface friction indicated), as varying site conditions may require different anchoring methods. The drawings should also clearly identify what tent arrangement(s) the design is meant for (such as all open sides, all closed sides, three closed sides, etc.). Alternatively, the drawing can identify that anchorage values are provided for the worst-case tent-wall arrangement. Clearly provided details on the drawings will significantly improve field installations as well as inspection approval rates. The field installation of the tents must clearly meet the requirements from the engineered drawings. If the field installation does not meet the requirements of the drawing or if elements are in disrepair, the inspection will not pass and occupancy will not be granted.

The City of Regina accepts anchors installed in accordance with the IFAI Pocket Guide, where the factored resistance of the anchorage meets or exceeds the factored values from the engineered drawings. When using the [IFAI Pocket Guide](#), please be aware of the following:

- Unless acceptable data is provided to show otherwise, the City of Regina anticipates the soil to be “Stiff (Medium-Dense)” consistency.
- The IFAI Staking Guide builds in a factor of safety of 2.0 into the resistance values calculated from the guide. This is useful to understand when identifying the staking necessary to meet the anchorage needs from the engineered drawing (in other words, if an engineered drawing provides factored anchorage values which have safety factors applied, then an installer should recognize this and adjust the staking requirements from the IFAI Guide to avoid duplicating safety factors).

With regards to the wind loads to be used for anchorage design of temporary tents, the City of Regina’s Building Standards & Inspections branch follows the guidance in the administrative requirements for use with the National Building Code in allowing some flexibility in applying Code requirements to temporary tents due to their temporary nature. For temporary tents, professional designers can utilize the guidance found in the International Building Code (IBC) 2024 3103.3.1.2 for reducing the wind load by a factor of 0.65 (Note: The National Building Code of Canada does not provide guidance on this topic, so the guidance in IBC is considered reasonable for temporary tents). For temporary tents that involve reduced design wind loads, the following must be met:

- The sealed tent drawing shall clearly identify that it has been designed with a reduced wind load. Reduction factors lower than 0.65 will not be considered reasonable. Tents that are erected for extended periods of time (greater than 14 days) may not be accepted with reduction factors.

- Signage must be posted in the tent that clearly specifies when occupants must vacate the tent due to wind. This value shall be provided in km/hour to be easily understood by the users of the tent. This value shall include wind gusts.
- The tent provider shall provide a procedures document for monitoring weather during an event and it shall outline actions that will be taken to vacate the tent and disassemble the tent due to high winds.

## Professional Site Inspections

Section 15(2) of the Building Code Regulations requires an engineer to design and inspect structures which were designed under Part 4 of the NBC. The City will require confirmation of an engineering site visit for:

- Large stages, 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).
- Very large tents, such as those used for a circus, etc.

## Tent Location on Site

- Tents and temporary structures shall not be erected within three metres (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 three metres of the ground outside shall be cleared of all flammable material and vegetation that will spread fire.
- Proposed locations must meet zoning requirements in addition to building code requirements.

## Flame Certificate

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 60 persons or less.
- The ground area of the structure is less than 150 m<sup>2</sup>.
- 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>.
- The travel distance to exits is greater than 15 m.

Exits must be located so they are always clearly visible and accessible.

- 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 occupancy 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 the occupant load deviates from the calculated value, then signage must be posted indicating the occupant load intended in the tent.

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 ft = 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. 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. Emergency lighting will not be required if the lighting in the tent is provided by power generators. Emergency lighting will also not be required if the event occurs during daytime hours only. 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 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.

## 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 & Protective Service related to temporary structures.

### 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 1,000 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 1,000 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 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.

## **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:

- 1,200 mm
- 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 eight seats. Where there are seven 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, 1,400 mm must be provided between the rows of tables.

If seating is on one side of the tables only, then 1,000 mm is required between the successive rows of tables