

# Planning & Development Services

## Tents & Temporary Structures – FAQs

### What is the anticipated permit review timeline?

Applications should be submitted a **minimum** of four (4) weeks prior to the event date. Review timelines are provided and updated on [Regina.ca/build](http://Regina.ca/build) for more details.

### Why does the City require permits for tents and other temporary structures?

As the City of Regina adheres to the guidelines and requirements set forth by the province of Saskatchewan, tents and temporary structures must adhere to: *The Construction Codes Act* and *The Building Code Regulations* as well as the *National Building Code (NBC)*.

- A tent is a building, as defined in the Code and Legislation.
- The NBC specifically includes Subsection 3.1.18 for rules that apply to tents.
- The City of Regina has taken steps towards applying relaxations around field inspections by professional designers and submission documents for lower risk/smaller tents which align with other municipalities across the country.

### What is the process for City inspections?

- Inspections must be scheduled and completed prior to the event and during normal working hours (Monday to Friday). Inspections can be scheduled on [Regina.ca/Build](http://Regina.ca/Build).
- The structure must be assembled. The structure and anchorage shall match the design requirements. All structural components shall be in good condition.
- All required documentation shall be provided/present at the time of inspection.
- Life safety items must be in place (e.g. emergency lighting and exit signage (where applicable), fire extinguishers, signage with wind speed evacuation limits where tents are designed to a reduced wind speed, etc.)

### Does the City of Regina require professional designer field inspections? If so, when is this applicable?

The City of Regina has avoided adding mandatory professional field inspections for all temporary structures to keep costs reasonable while still managing risk. To maintain this flexibility, applicants must provide clear and accurate drawings that meet all design and installation requirements. The City may still require a professional field inspection if concerns arise or if it is deemed necessary for safety. Instances where a professional field inspection may be needed:

- The drawings provided are not stamped/sealed by a Saskatchewan accredited professional (professional confirmation must be provided based on a site inspection from an engineer or architect).
- The drawings indicate that additional inspections on site must be performed.
- The tent has significantly more risk than a typical structure (very large, high capacity, non-typical use, etc.).
- Unclear anchorage or installation guidelines.
- Large stages, including speaker stands and other ground supported rigging unless the stages are the mobile vehicle type.
- 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).

### **Does the City have a catalogue of approved tents that are frequently used?**

No, the City of Regina does not maintain a catalogue of tents from various vendors. As with any permit application, it is the responsibility of the owner or applicant to submit all required documentation for each application. The City has provided a Tent Application Package that includes a checklist and descriptions of what is required for a complete submission and applicants are expected to ensure their materials align with these requirements.

The City of Regina recommends that tent vendors maintain their own catalogue of documents for each tent type they supply, so this information can be easily provided to customers at the time of rental. Tent vendors may also apply for a building permit on behalf of the customer, which can help streamline the submission of correct documentation and support clearer, more direct communication between the City and those responsible for supplying and erecting the tent.

### **Is the City of Regina available to provide feedback on preliminary engineered tent drawings?**

Yes, the City of Regina is available to provide comments on tent drawings before they are finalized. This review is intended to determine whether the drawings include the level of detail required for a complete permit review. The City will not complete design or engineering work but may provide comments to confirm that all required information is clearly shown. This preliminary feedback can help tent vendors gain confidence in the quality of their drawings and support a more efficient permitting process for future applications using those designs. The Tent Application Package explains what is required on engineered drawings and should be reviewed by tent vendors with their engineers before requesting comments from the City.