



Temporary Tents

No.: PERMITS-28

Date: 2001-04-27

Revised: 2012-01-03

Purpose:

To inform property owners of the minimum levels of Fire & Life Safety including structural sufficiency, associated with the placement of a **temporary tent** in the City of Richmond.

Definitions:

Tent: **Tent** includes any structure constructed of **fabric or pliable material** supported in any manner except by air or its contents. Generally tents used for camping or personal use do not require permits.

Temporary: For the purpose of “tents”, **temporary** means for a period not exceeding one month in a single 12-month period. No extension or renewal will be permitted.

Implementation:

Effective immediately, all “temporary tents” falling within the above definition, erected in the City of Richmond, will require:

- To complete a **Special Events Application Form** available from the Building Approvals Division.
- **Plans, Permits & Inspections will be required if:**
 - a) the occupant load exceeds 60 persons, or
 - b) the tent is 60 m² or greater in area.

The Building Permit Fee is \$65.00.

A minimum one week prior to the placement or use of a tent within the City of Richmond, the following additional information **must be submitted** to the Building Inspector:

1. **Site Plan** (triplicate):
 - Show the size and location of the tent on the property, clearances from other buildings/structures on the site, property line setbacks, and fire fighting access.
 - If a tent is proposed to be placed on a site for more than one occasion, or on an annual basis, the owner may wish to have the location/siting of the tent pre-approved.
2. **Floor Plan** (triplicate when applicable):
 - Indicate interior layout of the tent, location of tables/chairs, location of exits, emergency lighting, fire extinguishers, and occupant load.

Further Information:

Refer to **General Requirements** for other issues that may be required to be addressed.

Should you have any questions, comments or suggestions concerning this bulletin, please contact the Supervisor, Permits at 604-276-4278.

See attached →



**City of
Richmond**

**Special Event Tents
Application Form**

Permits Section
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Fax: 604-276-4063

Address of Site: _____

Contact Person: _____ **Phone No:** _____

Mailing Address of Contact Person: _____

1. Date/ Time of Event:

From: _____ **To:** _____

Date Tent being Erected: _____

2. Proposed Use of the Tent: _____

3. Number of People Attending: _____ **Size of Tent:** _____

I (owner/agent) _____ have read, and fully understand the City of Richmond Bulletin No. Permits-28, Temporary Tents and acknowledge that it is my responsibility to ensure that all applicable bylaws, laws and regulations, including the requirements of the Bulletin, are complied with prior to the commencement of the event.

I agree to indemnify and hold harmless the City of Richmond with respect to any and all liability for any personal injury to, or damage to property of, or other loss of, any third party arising out of attendance at or participation in the event.

Applicant: _____
(Please print)

Signature: _____ **Date:** _____

E-mail Address: _____

Office Use Only

Permit Required: No Yes

Permit No.: _____

Reviewed by: _____

Date: _____

It is the responsibility of the property owner, or his/her agent to ensure that all applicable requirements including the appropriate certification and approvals are received prior to the event taking place.

General Requirements:

(Examples of issues that may require your review.)

- The **proposed use** complies with the current Zoning Bylaw.
- The loss of **parking spaces** due to the proposed location of the tent/tents, is to be addressed to the satisfaction of the City.
- Siting – minimum 1.2 m to another temporary tent, and a minimum 3 m from other buildings/structures or property lines, 6 m from City roads. Line of sight at corners lots not to be obstructed.
- The tent/tents are **accessible to fire fighting/emergency vehicles**, and access to other buildings/structures on the site is maintained.
- The **structural integrity** of the tent has been addressed. Confirmation from a Professional Engineer will be required for tents larger than 60 m² in area,
- The tent fabric meets the **flame resistance** requirements of Can/ULC-S-109-M87 or NFPA 701. Confirmation of certification should be obtained from the tent supplier.
- **Washroom facilities** meeting the BC Building Code requirements are to be provided.
- **Open flame devices** and **smoking** are not permitted in these structures.
- If **food or beverages** are served during the event, approval of the Richmond Health Department is to be obtained.
- Any **plumbing work** will require the approval of the Plumbing Section of the Building Approvals Division. A backflow prevention device may be required.
- All electrical work and the use of propane for heating purposes, requires the approval of the appropriate Provincial Authority.