



*This information is provided for clarification purposes only and is not in substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes, applicable Acts, regulations, and decisions and orders of any person or body having jurisdiction over the Lands.*

## Temporary Tents

**No.: PERMITS-28**

**Date: 2001-04-27**

**Revised: 2021-01-29**

**This bulletin is to inform Owners of the minimum levels of Fire & Life Safety measures, including structural sufficiency, associated with the placement of temporary tents in the City of Richmond.**

### Summary

A building permit is required for all temporary tents exceeding 60m<sup>2</sup> in building area or with an occupant load over 60 persons.

### Definitions

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

### Application Requirements

**All temporary tents falling within the above definition will require a building permit if:**

- The tent exceeds 60m<sup>2</sup> in a single tent or a collection of tents when assembled together, exceeds 60m<sup>2</sup> area; or
- The occupant load of a tent exceeds 60 persons.

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

**A minimum of 2 months (60 days) prior to the placement or use of a tent, the following must be submitted electronically to [building@richmond.ca](mailto:building@richmond.ca):**

- Completed Special Events Tents Application form (attached).
- A Letter of Authorization from the property owner (if applicable).
- Site Plan showing the size, location of the tent on the property, clearances from other building/structures on the site, and the property lines, including firefighting access.
- Floor Plan showing the interior layout: tables/chairs, location of exits, emergency lighting, fire extinguishers, and anticipated occupant load.
- The General Contractor’s License from Richmond.
- Confirmation of flame resistance of the tent fabric from tent supplier. (CAN/ULC-S-109-03 or NFPA 701).
- Fabricator drawings indicating framing and material locations.
- Signed and sealed engineer drawings by a Registered BC Professional indicating the tent on site with appropriate seismic and wind stabilization details.
- The application fee as per the current Consolidated Fees Bylaw.

Please see the General Requirements listed on the reverse side and follow the standards outlined in the [Electronic Application Submissions Guide](#) as well as the file naming conventions it entails.

See over →

## General Requirements

- The **proposed use** must comply with the current Richmond Zoning Bylaw.
- Reduction of **parking spaces** due to the proposed location of the tent(s) is to be addressed to the satisfaction of the City.
- **Siting:** Tents must have a minimum distance of 1.2m to other temporary tents, a minimum 3m from buildings/structures or property lines, and 6m from City roads. Line of sight at corner lots are not to be obstructed.
- Tents must be **accessible to firefighting/emergency vehicles**, and access to other buildings/structures on the site must be maintained.
- **Structural integrity and seismic restraint** of the tent must be addressed. Confirmation from a Professional Engineer is required.
- Tent fabric must meet the **flame resistance** requirements of CAN/ULC-S-109-03 or NFPA 701. Confirmation of certification must be obtained from the tent supplier and submitted as a part of the application package.
- **Washroom facilities** are provided as per BC Building Code.
- **Smoking** and **open flame devices** are not permitted in these structures.
- If **food or beverages** are served during the event, approval from the Vancouver Coastal Health Authority (Richmond) is to be obtained.
- Any **plumbing work** will require approval from the Plumbing Section of the Building Approvals Department. A backflow prevention device may be required.
- All electrical work and use of propane for heating purposes requires the approval of the appropriate Provincial Authority.
- **City sponsored projects** should indicate so on the application form and submission email to inform staff.

## References

- [Electronic Building Permit Application – Quick Start Guide](#)
- [Richmond Zoning Bylaw](#)

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin Number and email [building@richmond.ca](mailto:building@richmond.ca) or call the Building Approvals General Inquiries line at 604-276-4118.

See attached →



**City of  
Richmond**

**Special Event Tents  
Application Form**

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

**www.richmond.ca**

**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: \_\_\_\_\_