



## Temporary Tents

**No.: PERMITS-28**

**Date: 2001-04-27**

**Revised: 2019-05-17**

### 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**, 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.

### Implementation:

Effective immediately, all “temporary tents” falling within the above definition, will require a building permit if:

- the tent exceeds 60 m<sup>2</sup> in building area; or
- the occupant load of a tent exceeds 60 persons.

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

- **Letter** of authorization from the property owner (if applicable).
- Completed **Special Events Application form** (available from the Building Approvals Division).
- **Site Plan** (triplicate):
  - showing the size, location of the tent on the property, clearances from other building/structures on the site and property lines; including fire fighting access.
- **Floor Plan** (triplicate):
  - showing the interior layout; tables/chairs, location of exits, emergency lighting, fire extinguishers, and anticipated occupant load.

The applicable permit fee is per current Consolidated Fees Bylaw.

Note: **General Requirements** on reverse side.

### Further Information:

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 →

**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 Richmond 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 m<sup>2</sup> in area.
- The tent fabric meets the **flame resistance** requirements of CAN/ULC-S-109-03 or NFPA 701. Confirmation of certification should be obtained from the tent supplier.
- **Washroom facilities** per the BC Building Code are provided.
- **Open flame devices** and **smoking** are not permitted in these structures.
- If **food or beverages** are served during the event, approval of the Vancouver Coastal Health Authority (Richmond) is to be obtained.
- Any **plumbing work** will require the approval of the Plumbing Section of the Building Approvals D. 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.



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