



Special Events Approval Process

No.: PERMITS-32

Date: 2002-10-18

Revised: 2016-03-31

Purpose:

To inform event organizers and property owners of the City's requirements for obtaining appropriate approvals prior to an event taking place.

Background:

What is a special event? A special event could be an occurrence such as a night market, building/business opening, carnival, flea market, etc. that occurs once a year or every week-end over a specific period of time. Please note that events that do not involve tents or buildings do not require building permits but may require the approval and permits from other City Departments.

Implementation:

The following approvals may be required:

Zoning & Signs – 604-276-4016

- The proposed use must be permitted under the current Zoning Bylaw.

Business Licence – 604-276-4155

- If required, the event must have the appropriate licences to operate.

Health Department – 604-233-3150

- If food or beverages are served during the event, the appropriate health approval and certificates will be required in order to operate.

Fire-Rescue Department – 604-278-5131

- Access to the site for fire/emergency vehicles.
- Number/type and location of fire extinguishers.
- Use of flammable or other open flame devices is not permitted in a tent or building without the appropriate protection.
- Location of cooking facilities/propane tanks.

Building Approvals Department:

Plumbing – 604-276-4285

- If plumbing fixtures are required, plans showing drain, vents & water piping drawn and sized to the BC Plumbing Code will be required.
- A backflow prevention device may be required.

Building – 604-276-4285

- Review of life safety/structural/health issues.
- Provide an overall site plan showing the size and location of all booths/tents/buildings.
- Washrooms facilities must be available to the event participants.
- For temporary tents see Bulletin, Permits-28 "Temporary Tents".
- For temporary buildings see Bulletin, Permits-23 "Temporary Buildings".

Required General Information:

- A letter of intent from the property owner authorizing and stating the purpose and duration of the event.
- Overall site plan of the lot, or area on the lot where the event is to take place. On this plan, include all existing and proposed buildings/tents/structures etc, parking, property lines, vehicular access, fire hydrants, etc. This plan is to be drawn to an acceptable scale (not a sketch without any dimensions).
- Existing washroom facilities must be accessible or additional ones provided.
- The application for building permit should be made at least one week in advance of the event taking place.
- Prior to the expiry date of the permit, the structures are to be removed and the site restored as nearly as possible to its former condition.