



## M O N C T O N

### City of Moncton Building Permit Information Requirements for Public Tent Structures *Applications must be received minimum 5 business days prior to event*

***Tent Permit application fee \$25 per tent and Development fee of \$35***

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Occupancy (# of people): \_\_\_\_\_

Tent Contents: \_\_\_\_\_ Type of Use Inside Tent: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ Liquor License: Yes  No

Emergency Lighting: Yes  No  Fire Extinguishers: Yes  No

#### **Mandatory Tent Application Requirement Checklist:**

Building permit applications must be completed for all tent structures **exceeding** 18.6 square meters (200 square feet) and/or intended for public assembly:

- 1. Submit one set of dimensioned drawings for tent roof plan and floor plan outlining all interior/exterior dimensions, layout of counters and tables, and location of exits, which indicate the maximum travel distance from inside the structure.
- 2. Submit site plan showing location on property and setback distances to the property lines. The site plan must also show the distance from the tent to other buildings or tents on the property. A site plan is required for building permit application locating all structures including; tents, stages, bleachers, platforms, ramps, fences, washrooms and location of fire extinguishers.
- 3. Submit elevation drawings outlining the appearance and height of the tent.
- 4. Tent Enclosed (4 sides).
- 5. Tent Open-Sided.
- 6. Provide confirmation that the tent and any decorative material conforms to CAN/ULC S-109M "Standard for Flame Tests of Flame-Resistant Fabrics and Films," and/or NFPA 701.
- 7. A Professional Engineer registered or licensed to practice in the Province of New Brunswick is required to stamp, sign and date all tent anchorage design drawings for tents 18.6 square meters (200 square feet) or greater or an occupancy more than 30 people at one time.
- 8. Provide a letter confirming who is responsible for the snow removal if the tent is erected during winter weather conditions.
- 9. Is liquor being served inside the tent? Contact City of Moncton Fire Prevention at 857-8800 for liquor license.
- 10. Is an air supported structures being used? (if more than 200 people, back-up power is required).
- 11. Plumbing Permit application if applicable (Backflow Prevention device is required for all concession stands and medical tent buildings containing sinks).

#### **PLEASE NOTE APPLICANTS SHOULD REVIEW THE FOLLOWING:**

The City of Moncton Regulations Regarding Use of Tents for Assembly Purposes is as follows:

- Contact City of Moncton Fire Prevention at 857-8800 to schedule an inspection prior to occupancy if the tent contains more than 50 people at one time.
- Plumbing permit is required for all concession stands and medical tents containing sinks. Backflow prevention device must be installed for each sink. Building permits will not be issued without all plumbing permits in place.
- All ramps, stages, bleachers, viewing platforms and walkways, if not constructed on the ground, also requires a Professional Engineer registered or licensed to practice in the province of New Brunswick to stamp, sign and date the drawings as well as construction details.

Applications accepted at City of Moncton Building Inspection at 655 Main Street 2<sup>nd</sup> floor or by email at [bi\\_tents@moncton.ca](mailto:bi_tents@moncton.ca).

**CITY OF MONCTON REGULATIONS REGARDING THE USE OF TENTS FOR  
ASSEMBLY PURPOSES**

**Electrical & Plumbing Regulations:**

1. All electrical installations must be in accordance with the current Canadian Electrical Code.
2. The electrical system and equipment, including switches, fuses, etc., shall be inaccessible to the public. Ground cables in areas used by the public shall be protected against damage from foot traffic.
3. Plumbing Permit is required for all concession stands and medical tents containing sinks for installation of a Backflow prevention device.

**Fire Regulations:**

4. A permit must be obtained either at the City of Moncton Building Inspection department, 2<sup>nd</sup> floor City Hall, 655 Main Street, Moncton, NB or by email at [bi\\_tents@moncton.ca](mailto:bi_tents@moncton.ca) prior to the erection of a tent exceeding 18.6 square meters (200 square feet) in size and /or intended for public assembly.
5. The tent and any decorative materials must conform to CAN/ULC S-109M “Standard for Flame Tests of Flame-Resistant Fabrics & Films”, and/or NFPA 701.
6. There are to be no open flames (e.g. barbecues) or smoking in the tent and the tent location must be no closer than 3.05 meters (10 feet) of the open flames.
7. Hay, straw, shavings, etc. or combustible and flammable materials such as propane and gasoline are not permitted in the tent, or within 3.05 meters (10 feet) of the tent.
8. The tent must be erected no closer than 3.05 meters (10 feet) to any other structure.
9. The ground enclosed by the tent, and surrounding area within 3.05 meters (10 feet) of the tent, must be clear of vegetation and other flammable materials.
10. There are a to be a minimum of two ABC type fire extinguishers 1.87 kilograms (5 lbs), one located at either end of the tent on the exit route (additional extinguishers may be required, depending upon the size of the tent, for adequate coverage).
11. Exiting requirements and occupant load shall be in accordance with the requirements of the latest edition of the National Building and Fire Code of Canada. City of Moncton Fire Prevention personnel, prior to occupancy, must approve the occupant load and exiting requirements.
12. The City of Moncton Fire Prevention must inspect all tents with occupancy of more than 50 people at one time. To schedule an inspection please contact 857-8800.
13. A qualified person shall be employed to watch for fires in tents occupied by the public where the facilities are designed to accommodate more than 1,000 persons. This person will patrol the area to ensure exits are kept clear and regulations are enforced.
14. Where tents are designed to accommodate more than 1,000 persons, and acceptable fire alarm and communications system shall be provided.
15. Temporary AC/DC exit lights and emergency lighting is to be installed and tested where applicable.
16. All required fire access roads around the tent must be maintained and clear of obstructions.

**Air Supported Structures:**

17. Air supported structures used as a place of assembly for more than 200 people must have a source of back-up power to maintain the structure’s integrity.

**Event Person Signature:** \_\_\_\_\_

**Building Inspector’s Approval:** \_\_\_\_\_

**Fire Prevention Officer’s Approval:** \_\_\_\_\_

**Development Officer’s Approval:** \_\_\_\_\_