



Guide & Application for Safety Code Permits for Temporary Facilities

Review this guide and use the form at the end of it to make an application for building permit and trade permits for temporary facilities such as tents, stages, trailers and accessory supports for festivals and events. Based on information provided, a **building permit and all associated trades permits will be initiated with this single application**. Instruct trades to **NOT** apply for separate freestanding permits: duplicate applications delay processing and increase your costs. Not all elements listed will necessarily apply to every project.

Review webpage [Development and Building Permits for Special Events](#) in addition to this guide/application.

This guide and application form may also be used to apply for safety codes permits for temporary provision of shelter and programming supports for persons experiencing homelessness. Also for care or treatment occupancies and affiliated on-site services and administration needs or industrial uses (e.g. storage, low hazard lab) in support of response to a declared public health emergency. Also upon express approval of the Safety Codes Permits and Inspections' permit office; inquire at buildingsafetycodes@edmonton.ca or call 780 721 3454. Alternative solution proposals by an architect/engineering professional in [prescribed form](#) will be considered.

NBC(AE):B:1.1.1.3. Temporary Use

1) ...the authority having jurisdiction may allow, for a limited time only, the erection or relocation and existence of a building for an occupancy which may, because of its nature, exist for a short time, under circumstances which may warrant only selective compliance with this Code...

1. Site plan, key plan

SITE PLAN:

Provide a legible, reasonably-scaled plan with project name, address/clear location description, north arrow, etc. ([example](#)) and showing--as pertinent to the particular permit--

- **existing**
 - road(s), fire department/emergency access route, fire hydrant, and all fence locations; and
 - every building and its fire department connection point(s) ("siamese"), principal entrance, firefighter entrance (if different), fire alarm control panel (FACP)/annunciators, and permanent/established washroom and other facility locations.
- **proposed** temporary facilities and features marked and named on the site plan OR designated by letter or number on plan and in a separate index, including all
 - tents and air-supported structures and separation distance between them and other construction; tent/canopy groups up to 120m² (1300ft²) in ground area allowed, provided no hazard created (see **3**);
 - mobile stages, temporary stages and related overhead structures, and other special structures (see **4**);
 - trailers, movable structures, and site-built structures (see **5**);
 - tents or shelters/huts intended for cooking;
 - spare fuel storage area/quantities and locations of generators producing >7500W (see **13**);
 - designated smoking areas;
 - [food truck](#) set-up areas; specify if trucks are self-contained or [if dumping wastewater to external collection point or drains](#) (see **14,15**);
 - [temporary portable privy and wash-up sanitary facility area and wastewater collection tanks](#); and
 - [chemical/oil/waste containment areas](#).
- **wastewater management (if applicable)**--> [EPCOR Permit to Release...Festival and Events](#) (see **15**);
 - [piping and pre-treatment locations: interceptors, grease traps, sediment/solids traps, settling tanks, dechlorination](#); and
 - [requested wastewater discharge sites: manholes, catch basins, drains](#).

KEY PLAN:

Show any project within an existing building, combined with site plan if legible; show precise doorway addresses and information to easily establish exact job location.

2. Operation plan for site

A site operation plan for fire and life safety outlining reasonable, safe operating parameters will be required to be in place by the time the temporary facility is to be occupied. The **very important plan** should inform or govern conditions, limitations and procedures with respect to the expected occupants' characteristics and numbers, and the temporary infrastructure capacity to withstand reasonably expected forces that may arise, such as weather (e.g., effect of wind gusts on tents, rainstorms/tornadoes, etc.), fire and non-fire emergencies, and so on. This is a product of collaboration between the permit applicant, the occupant (user or tenant), the project designer, the constructor installing tents, structures, facilities, etc., and the property owner

Fire Rescue Services (FRS) receives and reviews this plan, and early preparation in consultation with FRS will support better operational and emergency management decision-making. Review [Construction Site Fire Safety Planning](#) while the temporary facility is being constructed, per National Fire Code - 2019 Alberta Edition.

3. Tents and canopies

TENTS and CANOPIES > 10m² (108ft²) in area require plans/specs submission with permit application.

TENTS and CANOPIES exceeding 300m² (3230ft²) in area require engineer design submission, and engineer sign-off letter confirming structural sufficiency before inspection or use.

EVERY TENT, CANOPY OR GROUP OF TENTS/CANOPIES is to be

- designed to withstand reasonably expected forces contemplated in the site Operations Plan when the site is occupied;
- raised and dismantled under supervision of an experienced, qualified person;
- ballasted or anchored to the ground per manufacturer instruction or specific design, without disturbing or damaging any underground utility lines ([Click Before You Dig](#));
- on ground clear of flammable material/vegetation that will spread fire (i.e. clear $\geq 3\text{m}$ (10ft) around);
- only of fabric, including tarps and drapes used with/around them, **labelled** to show conformance to CAN/ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films". [NOTE: NFPA 701 label on new materials will typically be accepted.] Utility tarps and fabrics not factory-labelled as compliant are not to be used. Aged, weathered or used fabric may be subject to field test for flaming, and may need retreatment after lengthy exposure per NFC2019(AE);
- arranged, if multiple tents/canopies are **grouped**
 - to cover no more than 120m² (1290ft²) in ground area per group;
 - at least 3m (10ft) apart from other tent/canopy groups or other structures;
 - with adequate spacing to provide a means of emergency egress; and
- arranged, if with **cooking appliances**, to comply with the following:
 - appliances must be certified by CSA, ULC, Intertek or an equivalent recognized agency;
 - **only open-sided tents and canopies** may shelter appliances that produce grease-laden vapour resulting from frying with oil or cooking of meat;
 - no open flame cooking appliances/barbeques are permitted inside an enclosed tent; at least 2 walls must be fully open when in use;
 - any cooking appliance must have a stable stand or non-combustible table to limit the risk of tipping;
 - have 1m (39") clear space above any appliance and a solid barrier 1m (39") back from each appliance to limit risk of public contacting it; if closer than 1m (39") to a tent wall, then a non-combustible panel material such as gypsum board, sheet metal or stainless steel must be installed between the appliance and tent wall;
 - each tent or canopy may have maximum 1-100 lb propane cylinder supplying multiple appliances only with express FRS approval;
 - each tent or canopy may have maximum 1-20 lb spare tank; and
 - propane cylinders are to be secured upright, outside the tent or canopy, with non-combustible strap, away from where the public walks.

EXEMPTION TO TENT/CANOPY BUILDING PERMIT REQUIREMENT: Tents and canopies that:

- cover no more than 60m² (1290ft²) in total area
- are spaced at least 3m (10ft) from other structures

- have fire retardant fabric labels showing CAN/ULC-S109 treatment
- are not used for cooking

4. Stages and special structures

STAGES require engineer design, and PEng sign-off letter before occupancy or use

EXEMPTION TO STAGE/SPECIAL STRUCTURE BUILDING PERMIT REQUIREMENT:

- an engineered, manufactured, **self-contained mobile stage** is
 - installed per manufacturer's directions and without modifications;
 - intended to be operated per manufacturer's procedures for high winds, snow or heavy rain, while within reasonably expected forces contemplated in the site Operations Plan when the site is occupied; and
 - with no additional associated overhead/high special structures (light trusses, speaker towers, etc.);
- OR**
- a site-built or prefab stage or raised platform is
 - ≤1.2m (47") in height above the adjacent surface on any side;
 - designed to withstand reasonably expected forces contemplated in the site Operations Plan when the site is occupied; and
 - has no additional associated overhead/high special structures (light trusses, speaker towers, etc.).

Light trusses, speaker towers, etc., not attached to a stage but associated with or used in conjunction with it also require engineer design and sign-off.

OTHER SPECIAL STRUCTURES Any special structures such as trusses, girders, gantries, arches or sign structures **not** for use in conjunction with a stage **may** require Alberta professional engineer design and oversight for installation; however, a building permit may not be required. Special structures must be designed to withstand reasonably expected forces contemplated in the site Operations Plan when the site is occupied. Provide designs or details (sketches, photos or supplier tear-sheets) so that any engineering and/or permit requirement determination may be made by the permit office.

5. Trailers and temporary structures

STRUCTURES may require engineer design and PEng sign-off letter before use; discuss with permit office.

Each trailer or temporary structure intended to be occupied is to be

- designed to withstand reasonably expected forces contemplated in the site Operations Plan when the site is occupied;
- with locking operation such that an occupant can exit freely from interior without keys, tools or special knowledge (see **12**); and
- if with **cooking appliances**, having
 - maximum 1-100 lb propane cylinder and maximum 1-20 lb backup cylinder per structure, secured outside the structure;
 - propane cylinders secured upright, outside the structure with non-combustible strap, not near where public walks; and
 - exposed ventilation system components in the food prep area are stainless steel.

If using a repurposed shipping container for continuous occupancy, ensure existing materials (floor planks) are free of toxin or encapsulated.

If proposing Part 10 - Industrial Accommodation portables, per Permit Regulation "...a permit is not required with respect to the relocation of a relocatable industrial accommodation if (it) is at the...site for not more than 28 days..." Permit required for any additional facilities associated with the relocatable industrial accommodation.

6. Air-supported structures

AIR-SUPPORTED STRUCTURES require engineer design, and PEng sign-off letter before use where **>300m² (3230ft²) in area**

Any air-supported structure is to be

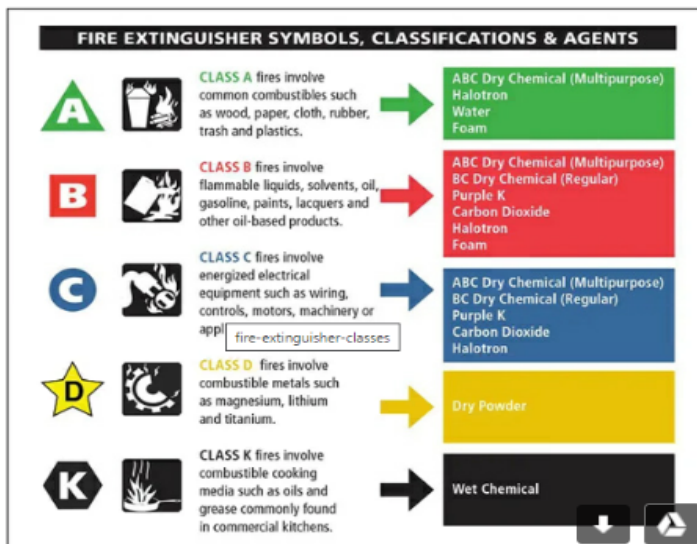
- designed to withstand reasonably expected forces per the site Operations Plan when the site is occupied;
- without interior walls, intermediate floors, bleachers or similar construction (floor-level tables/chairs ok);
- with doorway/airlock/security arrangement an occupant can exit without keys, tools or special knowledge;
- with a continuous air supply to pressurize flexible fabric walls and roof;
- if intended for occupant load >200 persons, with a backup blower system per NBC(AE):B:3.1.6.6.; and
- with fabric, including tarps and drapes used with/around them, labelled to show conformance to CAN/ULC-S109 [NOTE: NFPA 701 label on new materials will typically be accepted]. Utility tarps and fabrics not factory-labelled as compliant are not to be used. Aged, weathered or used fabric may be subject to field test for flaming, and may need retreatment after lengthy exposure per NFC2019(AE).

7. Fire suppression

PORTABLE FIRE EXTINGUISHERS NBC(AE):B:3.2.5.16.

In addition to portable extinguishers for general use per NFC(AE)--NFPA 10 rules--of one within 23m (75ft) of any point in any tent which may be shared in a multiple-small-tent arrangement, also provide

- multi-purpose dry chemical portable fire extinguisher (min A-10BC) in each cook tent/canopy, **and**
- K-class portable fire extinguisher for each group of up to four appliances using or producing combustible cooking media such as oils or grease.



WHEN USING A FIRE EXTINGUISHER, REMEMBER TO PASS:

- Pull the pin while holding the nozzle away from you, and release the locking mechanism.
- Aim low, pointing the nozzle at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side to side.



AUTOMATIC SPRINKLER SYSTEMS

On a temporary basis only, and if required, combustible ULC/ORD-C199P-labelled sprinkler piping per NBC(AE):B:3.2.5.13. may be used in an automatic sprinkler system, where

- fully-exposed at design height if the brand selected meets all requirements of the ULC/ORD-C199 standard without additional protectives or special measures; **OR**
- separated from the area served by the sprinkler system, and from any other fire compartment, by ceilings/walls/soffits of
 - gypsum board ≥ 9.5 mm ($\frac{3}{8}$ ") thick **or** lath and plaster **or** plywood ≥ 13 mm (9/16") thick, **or** suspended membrane ceiling with steel suspension grids and lay-in panels/tiles of mass ≥ 1.7 kg/m²; and
 - with distance between the edge of any opening in a ceiling made of the above materials and the nearest ceiling-mount sprinkler ≥ 300 mm.

8. Fire detection, and fire alarm or fire safety plan

Any room used for sleeping requires smoke alarm protection, per NBC(AE):B:3.2.4./9.10.19.

On a temporary basis only, smoke alarms with integral 10-year permanent battery backup may be considered as an alternative to hardwired alarms. With sufficient overlap in minimum coverage areas, interwiring may be demonstrated to be unnecessary.

On a temporary basis only, and if a fire alarm system is required, a Residential Fire Warning System, per NBC(AE):B:3.2.4.21., may be considered as an alternative system in unsprinklered space.

Except where a **Special Fire Safety Plan** is accepted by FRS, a fire alarm system is required in any tent, room, structure, building, facility or enclosed area intended to have an occupant load (calculations per NBC(AE):B:3.1.17.) of more than 300 persons (150 persons if licensed beverage establishment or licensed restaurant).

Where an occupant load >1000 persons, a one-way voice communication system/equivalent is required.

Provide a FRS-approved Special Fire Safety Plan **or** High Occupant Load Special Fire Safety Plan as applicable, **OR** fire alarm system is required.

9. Exit signs

EXIT SIGNS are to be provided

- in any tent, room, structure, building, facility or enclosed area where the **openings from the enclosure or exit doorways are not clearly visible** in
 - a public corridor;
 - a corridor used by the public in an assembly, care or treatment occupancy; or
 - principal routes serving an open floor area having an **occupant load of more than 150 persons;**
- which are **ISO 3864-1 and ISO 7010** compliant **signs with pointer arrow** anywhere they are indicating direction of travel to exit; and
- which are continuously illuminated
 - internally, per CSA C22.2 No. 141, "Emergency Lighting Equipment;" or
 - externally, per CAN/ULC-S572, "Photoluminescent and Self-Luminous Signs and Path Marking Systems."

NOTES:






Signs on the floor area are intended to be with a **pointer arrow**.

Supplementary words may be included on signs if useful; ask us for detail about that before proceeding.

Size and location of signs: ideally centred over the door, in field of view, not so high as to be of little utility, and size-adjusted if high or wide of the exit target. Minimum 15cm x 15cm (6"x6") illuminated pictogram and 15cm x 15cm (6"x6") pointer at 2.5m (100") above floor is **viewable for approximately 30m** (100ft) in absence of decorations, furnishings, signage or equipment that impair sign visibility, and there is no brightly illuminated ceiling lighting, sign, display, or object is in or near the line of vision of the required exit sign that could detract attention from it.

No pointer is intended to indicate the exit doorway itself, representing a place of safety thus:  .

Pointers, necessary for occupants unfamiliar with the premises, indicate

- Level turns to left or right with horizontal 90° pointers; if both directions are correct, couple two signs together:  ;
- Continue same direction through doorway/space toward exit: **where at/above grade** thus:  and **below grade** thus:  ;
- Open descending stair or ramp egress path (e.g., for a variance, mezzanine, etc.) at carefully selected positions thus:  ;
- Open ascending stair or ramp egress paths at carefully selected positions thus:  .

10. Emergency lighting

EMERGENCY LIGHTING is to be provided in any tent, room, structure, building, facility or enclosed area

- for interior spaces not exposed to daylight and for all interior spaces from dusk to dawn
 - exits, principal routes providing access to exit in open floor areas and where the public may congregate in **groups of 60 or more persons;**
 - corridors used by the public and public corridors;;
 - food preparation areas in commercial kitchens; and

- public washrooms.
- to average levels ≥ 10 lx and minimum level ≥ 1 lx at floor/tread level, except incandescent lighting equal to 1 W/m² of floor area is acceptable; and
- with fixtures conforming to CSA C22.2 No. 141, "Emergency Lighting Equipment" for self-contained battery units or accepted alternatives.

11. Site comfort and accessibility

[Accessibility](#) and sanitary facility provisions are to be addressed to the extent feasible:

- maintain a barrier-free pedestrian path over cable crossings, hoses and past obstructions;
- place cables, hoses and pipes in public areas in trenches or protect to prevent damage from all traffic;
- make electrical system or equipment inaccessible to unauthorized persons: lock cabinets/secure location;
- water closets/portables/hand sinks, including for persons using wheelchairs, as listed in [this guide](#).

12. Containers and storage pods

Any shipping containers or storage pods are

- intended to be used for storage only, with keys under strict control of responsible persons;
- equipped with wall or roof-mount pressure-relief device;
- placarded if intended to contain any dangerous goods, as defined in NBC(AE) and NFC(AE); and
- to be reviewed as temporary structures (see **5**) if intended for other than storage (e.g. pod-as-office, etc.).

13. Storage: fuel, waste, oil and chemicals

Storage areas are

- controlled per NFC(AE) regarding types/quantities of fuels, and method of containment (cylinders, etc.);
- to be enclosed with perimeter fencing or enclosure; and
- to have approval for waste, oil and chemical containment per NFC(AE) and [EPCOR](#) (see **15**).

14. Food trucks and trailers

[Food trucks](#) and trailers must

- have City of Edmonton vending licence available for check by Fire or other Safety Code Officer;
- be self-contained, or if dumping wastewater to external collection point(s) or drain(s) then [wastewater management](#) requirements (above) are in effect; and
- have only a single spare 20 lb propane bottle per vehicle, secured upright with non-combustible strap.

15. Wastewater management

[Permit to Release Application for Festival and Events](#) requirements for EPCOR are to be satisfied **before requesting occupancy inspection**.

You may use the site plan prepared for this application, plus additional information required EPCOR, to obtain a Permit to Release, demonstrating

- wastewater sources and collection tank locations: portable toilets, wastewater collection tanks, vendors;
- wastewater piping and pre-treatment locations: interceptors, grease traps, sediment/solids traps, settling tanks, dechlorination; and
- proposed wastewater discharge sites: manholes, catch basins, drains.

16. Space use within existing building(s)

For temporary installations, selective compliance may be acceptable with sufficient information upon which to base decisions and conditions.

- Provide existing-condition drawings (or informative photos) and proposed plans separately - or overlain if practical - to speed plan review.
- Provide sufficient architectural plans and specifications to communicate clearly what the space was previously used for, and the nature and duration of intended temporary use and any **proposed space-dividing construction or installations** (example). Indicate the unobstructed clear width dimensions of corridors and doorways, ceiling heights, the use of any separate spaces or tenants within the building, and composition of existing separating walls and floors.
- Plans and specifications of any **proposed structural, mechanical and electrical changes** within the space and/or building are to be shown on separate drawings. For more guidance on submissions, see the [Commercial Building Permit Applications Screening Process & Minimum Drawings and Specifications Requirements](#) guide.
- Ensure the questions on the [application form](#) are completed fully; if upon review further information is required, then you will be advised.

17. Emergency power

EMERGENCY POWER SUPPLY INSTALLATION NBC(AE):B:3.2.7.5.

CSA C282, "Emergency Electrical Power Supply for Buildings" to provide uninterrupted power supply for minimum 1 h for non-battery-powered emergency lighting, exit lighting, fire alarm system; and minimum 2 h for areas of refuge in treatment areas (see **18** for additional requirements).

18. Health care facility special requirements

DANGEROUS GOODS NBC(AE):A:1.4.1.2. and NFC(AE) for compressed gases

Dangerous goods are products, materials or substances (see NFC(AE):B:Table 3.2.7.1.) are regulated by Transportation of Dangerous Goods Regulations (TDGR), or classified as controlled products under HC SOR/2015-17, "Hazardous Products Regulations". Storage is governed under NFC(AE), however both NBC(AE) and NFC(AE) indicate NFPA 55, "Compressed Gases and Cryogenic Fluids Code" for gas installations including oxygen, which in turn indicates [NFPA 99, "Health Care Facilities Code"](#); oxygen storage and use in a temporary treatment facility is dealt with in [NFPA 99, Section 11.3](#) (specifically for containers) and **11.4.2** Apparatus for Administering Respiratory Therapy.

MEDICAL GAS NBC(AE):B:3.7.3.1. and NBC(AE):C:2.2.11.5.

Non-flammable medical gas piping system (MGPS) installation standard: CSA Z7396.1, "Medical Gas Pipeline Systems – Part 1: Pipelines for Medical Gases, Medical Vacuum, Medical Support Gases, and Anaesthetic Gas Scavenging Systems" except consider the four (4) provisions from 3.7.3.1. Upon completion of the installation or alteration and BEFORE USE of a non-flammable MGPS, it must be inspected and tested per CSA Z7396.1, "Medical Gas Pipeline Systems – Part 1" and a certified report prepared by the testing organization on the non-flammable MGPS must be accepted by the authority having jurisdiction. A certified report of successful testing of any new or altered non-flammable medical gas piping system **is required before requesting occupancy inspection.**

EMERGENCY LIGHTING NBC(AE):B:3.2.7.3. EMERGENCY POWER FOR TREATMENT NBC(AE):B:3.2.7.6.

Where treatment is provided, see CSA Z32, "Electrical Safety and Essential Electrical Systems in Health Care Facilities" for battery-operated emergency lighting and emergency electrical power supply for emergency equipment.

HEATING, VENTILATION, AND AIR CONDITIONING NBC(AE):B:6.2.1.1.

Good engineering practice in the design and installation of HVAC systems must consider provisions within CAN/CSA-Z317.2, "Special Requirements for Heating, Ventilation, and Air-Conditioning (HVAC) Systems in Health Care Facilities," as well as any other industry standards (see 6.2.1.1. and Note A-6.2.1.1.). See particularly 6.3.1.6., 6.3.2.9. and referenced articles in regard to indoor air quality and protection of sources of makeup air, and Subsection 6.3.2. In general

- fuel-fired equipment is not to be located in occupied spaces;
- electric heating equipment located in occupied spaces is to be
 - tested and listed for use in tent structure,
 - protected from tampering and damage, and
 - installed with required clearances;
- any flex ductwork installed is to be of approved fabric duct.

REFUGE AREAS NBC(AE):B:3.3.3.6.

Intensive care units and operating and recovery rooms from which it is impracticable to move patients in an emergency shall be with

- min 1 h fire separation from adjacent spaces; and
- a mechanical air supply for 2+ h after the start of a fire in another space, such that the compartments will not contain more than 1% by volume of contaminated air from the fire area.

CONTINUE TO NEXT PAGE FOR THE APPLICATION FORM
Application for Safety Code Permits for Temporary Facilities

Application for Safety Code Permits for Temporary Facilities

Review and refer to the information in the guide above to reduce incomplete submission process time.

FESTIVAL / TEMPORARY FACILITY NAME: Full name of temporary facility, including any abbreviation or acronym identifiers.
LOCATION: Address/name of location of temporary facility. Attach a marked-up aerial map image for added clarity.
DESCRIPTION OF PROPOSED WORK
APPROXIMATE Total Area <u>interior sheltered</u> <u>roofed</u> <u>coverage</u> involved in the project _____ m ² ft ²
APPROXIMATE BUDGET/COST OF CONSTRUCTION: \$ _____
START DATE/TIME of event: _____ until END DATE/TIME of event: _____

APPLICANT NAME:		
Mailing address	Contact person	
Email address	City	Contact phone
CONSTRUCTOR <input checked="" type="checkbox"/> \Rightarrow <input type="checkbox"/> Same as APPLICANT above OR:		
Mailing address	Contact person	
Email address	City	Contact phone
PROPERTY OWNER <input checked="" type="checkbox"/> \Rightarrow <input type="checkbox"/> CITY of EDMONTON OR:		
Mailing address	Contact person	
Email address	City	Contact phone

ALL APPLICANTS: Complete this checklist confirming you have reviewed the Guide and what action is called for accordingly

	Guide Section ↓	APPLICANT review of <i>Guide</i>	Action by Permit APPLICANT in consultation with CONSTRUCTOR
1	Site plan, key plan	<input type="checkbox"/> Provided , showing applicable features as listed in the Guide above	
2	Operation plan for site	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> Provided
3	Tents and canopies	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering provided/letter will be provided
4	Stages and special structures	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering provided/letter will be provided
5	Trailers and temporary structures	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering provided/letter will be provided
6	Air-supported structures	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering provided/letter will be provided
7	Fire suppression	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering provided/letter will be provided

8	Fire detection, fire alarm or special fire safety plan	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering provided/letter will be provided or <input type="checkbox"/> Special FSP for high occupant load underway with FRS
9	Exit signs	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will comply
10	Emergency lighting	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will comply
11	Site comfort and accessibility	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will comply
12	Containers and storage pods	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will comply
13	Storage: fuel, waste, oil and chemicals	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will provide
14	Food trucks and trailers	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> EPCOR Permit to Release to be in effect
15	Wastewater management	<input type="checkbox"/> Acknowledge	<input type="checkbox"/> N/A or <input type="checkbox"/> Will comply, also with EPCOR requirements
16	Space use within existing building(s)	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Plans/specs provided; form below completed
17	Emergency power	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering provided and will be provided
18	Health care facility special requirements	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Plans/specs provided; form below completed

TEMPORARY AND SPECIAL EVENT APPLICANTS: Complete the remainder of this page then go to **APPLICANT DECLARATION** on next page

- Yes → **TENTS / CANOPIES exceeding 10m² (108ft²) in area** require plans/specs submission with application
- Yes → **TENTS / CANOPIES exceeding 300m² (3230ft²) in area** whether a single unit or a group of structures creating a large space, require engineer design submission with application, **and** engineer sign-off letter confirming structural sufficiency before inspection or use.

- Stage or platform >1.2 m (47") in height** above adjacent surfaces → provide authenticated plans/specs for stage design, including stair, handrail, overhead/tower/speaker/mixer stands/associated light trusses, towers, scaffolds, etc., not attached to stage etc. **AND in absence of professional schedules for the entire project provide** a P.Eng.-stamped confirmation of compliant installation before inspection or use.

- Trailers:** provide photos/sketches of each fully self-contained, CSA-277-labelled trailer (e.g. admin, sleep, cook, sanitary facility) showing access and egress points, stairs, guards, handrails, ramps, etc.
- Other temporary structures:** provide photos/sketches of each off-site-built (e.g. market hut) or site-built >10 m² area.
- Trailers and/or temporary structures of any size grouped together >300 m² (3230 ft²) in area**, whether a single unit or a group of structures creating a large space: provide authenticated plans/specs for **AND in absence of professional schedules for the entire project provide** a P.Eng.-stamped confirmation of compliant installation before inspection or use.

- Air-supported structure:** provide authenticated plans/specs, including anchorage and reference to design code, fabric **AND in absence of professional schedules for the entire project provide** a P.Eng.-stamped confirmation of compliant installation before inspection or use.

TRADES WORK **None;** no ELECTRICAL, PLUMBING, GAS or HVAC work; CONTINUE TO **APPLICANT DECLARATION** next page ↓

ELECTRICAL WORK

EXEMPTION TO ELECTRICAL PERMIT REQUIREMENT: Electrical Permit required: portable generator producing up to 7500 watts, not requiring wheels to move, with approved extension and power cords plugged directly into the generator (no distribution panel board); **and/or**

Electrical Contractor	Contact person
Email address	Contact phone

GAS WORK for propane or natural gas

EXEMPTION TO GAS PERMIT REQUIREMENT: Residential-style barbecue with a 20 pound tank, with no cooking in tents and no space heating or gas-fired water heating is being operated; **and/or**

Gas Permit required:

Gas/Propane Contractor	Contact person
Email address	Contact phone

PLUMBING WORK piped supply or piped drains to tanks (or sewers= Epcor rules apply)

Plumbing Contractor	Contact person
Email address	Contact phone

HVAC WORK

HVAC Contractor	Contact person
Email address	Contact phone

None; no ELECTRICAL, PLUMBING, GAS or HVAC work. CONTINUE TO **APPLICANT DECLARATION** below ↓

THIS SECTION for TEMPORARY BUILDING USE APPLICANTS ONLY: Review the Guide and provide required information BUILDING/FACILITY PLANS and SPECIFICATIONS for changes to existing buildings/facilities

Consider all Architectural, Structural, Mechanical and Electrical work to be done. General guidance here:

Yes→ assembly, care or treatment occupancy >300 m² area or residential occupancy >400 m² of floor area, and authenticated plans/specs and professional schedules are provided with this application

Yes→ assembly, care or treatment occupancy ≤300 m² area or residential occupancy ≤400 m² of floor area, and plans/specs are provided with this application. Complexity/location may result in need for professional involvement.

STRUCTURAL WORK No → not applicable to project **CONTINUE to MECHANICAL WORK SECTION**

or Yes e.g. RTU support, bearing wall change, etc.→ authenticated plans/specs provided with this application

DESIGNS/COMPONENTS P.Eng. other than engineer of record? None **or** Yes→marked 'reviewed' by the structural engineer of record and provided with this application.

New /relocated RTU, duct distribution, etc.→authenticated plans/specs provided with this application

TRADES WORK REQUIRES PERMITS, including but not limited to...

SPRINKLER: No sprinklers No change. Yes: minor relocation per NFPA13. Yes: New system→ provide authenticated plans/specs for **AND in absence of professional schedules for the entire project provide** a P.Eng.-stamped confirmation of compliant installation **before inspection or use.**

HVAC provide authenticated plans/specs for NFPA-96 commercial cooking ventilation for extraction of heat-steam-smoke-odour- and/or grease-laden vapours, and suppression system within hood for any temporary commercial kitchen.

FIRE ALARM: No alarm No change to existing. New system **OR** Alteration to existing alarm →provide authenticated plans/specs including one-way voice comm system where occupant load in any tent, room, building, facility or enclosed area > 1000 persons **AND in absence of professional schedules for the entire project provide** a P.Eng.-stamped confirmation of compliant installation **before inspection or use.**

APPLICANT DECLARATION

We recommend review of the Guide and Application once more to reduce incomplete submission process time and permit delay.

I, (PRINT NAME) _____ **affirm by my signature below that**

- 1) by checking Acknowledged above, I have read and will comply with the requirements of the Guide and NBC(AE);
- 2) the information contained herein and in plans and specifications, is, to the best of my knowledge, true and complete;
- 3) the PROPERTY OWNER is aware of and has authorized this application for building permit; and
- 4) I consent to receiving documents or communications related to this application, including Permit decisions, by email.

Type name to sign or print form and sign

Date: _____

Festival & Events only: Submit completed form, plans/specs and information to your **CEIT Liaison** person for preview for application completeness **BEFORE** submitting to the Special Events Permitting Safety Codes Officer **David.Dykens@edmonton.ca**

THIS IS NOT A PERMIT FOR CoE USE

THIS IS NOT A PERMIT

FOR CoE USE

N O T I F I C A T I O N			Building - Rec'd by:	Date: DD/MMM/YYYY
	<input type="checkbox"/> Building 780-496-3140 dan.plamondon@edmonton.ca jeff.giger@edmonton.ca buildingic@edmonton.ca <input type="checkbox"/> Electrical 780-496-6674 elvin.smith@edmonton.ca gerry.wiles@edmonton.ca electricaltechnicaladvisors@edmonton.ca	<input type="checkbox"/> Plumbing & Gas 780-496-3117 keith.mcmillan@edmonton.ca ian.chung@edmonton.ca plumbingandgastechdesk@edmonton.ca <input type="checkbox"/> HVAC 780-496-3118 jeff.barnet@edmonton.ca linda.girard@edmonton.ca hvactechdesk@edmonton.ca	<input type="checkbox"/> FRS cmsfpts@edmonton.ca <input type="checkbox"/> AHS Cost Centre# sally.lo@edmonton.ca	

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Permits and Licensing Service Centre at 780-442-5054.