DEFINITION
“Tent” refers to a temporary shelter which is used at open air events such as fairs, festivals and exhibitions. A tent will normally be constructed of fabric held up by poles and attached by ties and pegs.

CONDITIONS
In general, a special events permit will be required for tents larger than 83.6 m$^2$ (900 ft$^2$), large concert stages over .61 m (2 ft) high and all bleachers used in conjunction with an event open to the public, whether on private or public property.

Note: For small tents not more than 83.6 m$^2$ (900 ft$^2$) a permit is not required. However the special event itself may still require a permit.

APPROVAL PROCESS
The approval process for special events permits begins at the Zoning and Permits Branch, Unit 31 - 30 Fort Street, after which the plans will be forwarded to other City offices such as: the Health Department and the Fire Prevention Branch.

1. **The Zoning and Permits Branch requires that you present the following information:**
   a. Three sets of plans (see code requirements in this brochure) which include a site location plan
   b. Certificate of title (if the site is vacant)
   c. Surveyor’s certificate (if there are existing buildings on site)
   d. Clear, legible floor plans for indoor events, including event area boundaries, exit locations and washrooms
   e. A signed letter of permission from the venue owner/property manager

It is necessary for the applicant to provide sufficient information to demonstrate compliance with the requirements contained in Part 3 and 4 of the Manitoba Building Code for approval.

2. Fire Prevention - Manitoba Fire Code
3. The Provincial Health Department will be forwarded the plans in those cases where food-handling is undertaken.

MANITOBA BUILDING CODE REQUIREMENTS
Tents, large concert stages and bleachers are regulated by the Manitoba Building Code. It may be necessary for the applicant to retain the services of an Architect (Part 3) or a Professional Engineer (Part 4), skilled in the appropriate section of the code to assume responsibility for compliance with the code.

It is not the role of the Permit Technician to act in the capacity of the designer.
FIRE PROTECTION INFORMATION

1. Interior layout plan that shows:
   • the tent dimensions;
   • the location and width of exits;
   • the number of occupants; and,
   • a seating plan showing the location of
     aisles and aisle dimensions.
   • Fire extinguisher locations

2. Fabric approval
   Every tent and all tarpaulins and decorative
   materials used in connection with such
   structures shall conform to ULC - S109,
   "Standard for Flame Tests of Flame-Resistant
   Fabrics and Films."
   The applicant will be required to submit proof
   that this requirement is met. Normally the
   tent supplier will have a certification from an
   independent testing laboratory that the fabric
   meets ULC - S109 or the equivalent NFPA
   Standard 701.

3. Emergency lighting and exit signs
   Emergency lighting - If the occupant load of
   the tent exceeds 60 people or where lighting levels
   are below that which would provide easy
   identification of the exits, exit signs must be
   provided and this must be indicated on the
   plan.
   Exit signs - Where the number of occupants
   exceeds 60 people and illumination of the
   tent is provided from an electrical circuit,
   the tent layout must indicate provision for
   emergency lighting.

4. Required inspection and certifications
   Letter of Intent - Where an architect is required,
   the architect must submit a letter of intent with
   the permit application. The letter of intent shall
   state that he/she will inspect the tent, stage
   or bleachers, prior to occupancy and certify in
   writing to the building inspector that the tent is
   safe to be occupied.
   Certification Letter - The certification letter
   referred to shall state:
   This letter certifies that I have inspected the
   tent, stage, bleachers, etc. for the purposes
   of confirming Part 3 conformance with plans,
   specifications, and installation instructions.
   To the best of my knowledge the tent,
   stage, bleachers, etc. has been installed in
   accordance with all applicable codes and
   standards and is safe to be occupied. I will
   carry out periodic inspections that I judge
   reasonable to ensure that the tent, stage,
   bleachers, etc. is maintained in conformance
   with applicable Codes and Standards until it is
   dismantled.

STRUCTURAL DESIGN INFORMATION

1. Tent supplier’s structural drawings of the
   tent and the specifications
   The application for a permit must include a
   structural drawing from the tent supplier
   indicating pole sizes, tie down locations, etc.
   Note: Tents under 83.6 m² (900 ft²) do not
   require a permit.
   If the area of the tent exceeds 83.6 m² (900 ft²),
   the drawings and specifications must be under
   the seal of a Professional Engineer registered
   in the Province of Manitoba.
   Tent suppliers may file a plan and specification
   with the Plan Examination Branch and refer
   to the drawing and specification rather than
   supplying this drawing with each new permit
   application.

2. Structural drawings for large stages, trailer
   stages and bleachers (for major events
   such as concerts)
   The application for a permit must include all
   structural drawings for the erection of stages
   and bleachers and shall be submitted under
   seal and signature of a Professional Engineer
   registered in the Province of Manitoba.

3. Required inspection and certifications
   Letter of Intent - Where a Professional
   Engineer is required, the engineer must submit
   a letter of intent with the permit application.
   The letter of intent shall state that he/she will
   inspect the tent, stage and bleachers prior to
   occupancy and certify in writing to the building
   inspector that the tent is safe to be occupied.
   Certification Letter - The certification letter
   referred to shall state: This letter certifies that I
   have inspected the tent, stage, bleachers, etc. for
   the purposes of confirming Part 4 conformance
   with plans, specifications, and installation
   instructions.
   To the best of my knowledge the tent,
   stage, bleachers, etc. has been installed in
   accordance with all applicable codes and
   standards and is safe to be occupied. I will
   carry out periodic inspections that I judge
   reasonable to ensure that the tent, stage,
   bleachers, etc. is maintained in conformance
   with applicable codes and standards until it is
   dismantled.

OTHER CONSIDERATIONS

Additional approvals that may be required:

If the Outdoor Beer Gardens are to be located
on City property such as parking lots, park, etc.
the LGA permit and evidence of the following event
insurance is to be sent to insurance@winnipeg.ca
for review and approval 2 weeks prior to the event.
$5,000,000 general liability per occurrence
including:
   • Cross liability clause
   • Liquor liability
   • City of Winnipeg as an additional insured
   • 15 days prior written notice of cancellation
   • Specific date(s), location and event
     description indicated on the Certificate

If the tent, stage or bleachers are to be located in
a City park, contact: Booking Office, Public Parks
and Open Space, Public Works Department.

If access to the site is from a regional street,
contact: Transportation Division, Public Works
Department.

If the tent, stage or bleachers are to be located
within 107 m (350 ft.) of a waterway, contact:
Waterways Section, Planning, Property &
Development Department.

If the tent, stage or bleachers are to be located
on an existing or abandoned landfill site, contact:
Water and Waste Department.

If the tent, stage or bleachers are to be located in
the downtown area, and will be in place for more
than 14 days, contact: Urban Design Review,
Planning, Property & Development Department.