



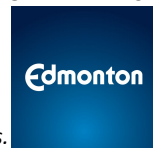
## Combined DEVELOPMENT PERMIT & BUILDING PERMIT APPLICATION for SPECIAL EVENTS

- The step-by-step Guide, starting on Page 3, provides additional background information to help you provide good responses.
- Numbers in the left margin BOX of this Application correspond to margin BOX numbers on the Guide.
- If you do not understand the questions, consult your special event coordinator, constructor, equipment supplier, or Edmonton Service Centre.

<b>1</b>	<b>EVENT NAME</b>	
<b>2</b>	<b>LOCATION</b>	
<b>3</b>	<b>DATES: START SETUP -- FINISH STRIKE:</b>	<b>EVENT START -- EVENT FINISH:</b>
<b>4</b>	<input type="checkbox"/> NEW DP <input type="checkbox"/> Existing DP #	APPROX. COST of CONSTRUCTION \$

<b>5</b>	<b>PERMITS APPLICANT</b> Check <input checked="" type="checkbox"/> → Applicant is also: <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> owner's authorized agent <input type="checkbox"/> Constructor	
	EVENT GROUP NAME	City Cust ID No.
	Mailing address	City
	Email	Telephone
	Contact person and Email	Mobile
		Contact phone
<b>6</b>	<b>PROPERTY OWNER</b> Check <input checked="" type="checkbox"/> → <input type="checkbox"/> CITY of EDMONTON -or- <input type="checkbox"/> As above -or- <input type="checkbox"/> COMPLETE THIS BOX 6	
	OWNER NAME	Telephone
	Mailing address	City
	Contact person and Email	Postal Code
		Contact phone
<b>TRADES WORK</b> Check <input checked="" type="checkbox"/> and complete the following to describe all proposed work, as applicable. GUIDE provides details		
<b>7</b>	<b>Food service:</b> <input type="checkbox"/> N/A No food service for event <input type="checkbox"/> Cooking in tents or shelter structures <input type="checkbox"/> Food trucks --fully self-contained	
	<input type="checkbox"/> PROPANE, GAS Check <input checked="" type="checkbox"/> → <input type="checkbox"/> Cooking <input type="checkbox"/> Space heating <input type="checkbox"/> N/A No gas work → GO TO BOX 8	
	GAS Contractor	Phone#
		PossID
<b>8</b>	<b>Water supply/disposal:</b> <input type="checkbox"/> EPCOR Permit to Release obtained <input type="checkbox"/> No temp. food prep <input type="checkbox"/> No temp. handwash/prives facilities	
	<input type="checkbox"/> PLUMBING Check <input checked="" type="checkbox"/> → <input type="checkbox"/> Potable water lines Drains to holding tanks <input type="checkbox"/> 'Grease traps' <input type="checkbox"/> N/A No plumbing → GO TO BOX 9	
	PLUMBING Contractor	Phone#
		PossID
<b>9</b>	<b>Electrical:</b> <input type="checkbox"/> Existing site receptacles or small portable generator power ONLY is exempt <input type="checkbox"/> N/A No electrical → GO TO BOX 10	
	<input type="checkbox"/> ELECTRICAL Check <input checked="" type="checkbox"/> → <input type="checkbox"/> Panels/Distribution <input type="checkbox"/> Wiring for Exit signs, E- lighting <input type="checkbox"/> Fire alarm → provide stamped drawings	
	ELECTRICAL Contractor	Phone#
		PossID





**GUIDE to COMPLETING the Combined DEVELOPMENT PERMIT & BUILDING PERMIT APPLICATION for SPECIAL EVENTS**

- This form is for Temporary Events and Festivals. Commercial and Industrial Temporary construction requires additional details.
- This Guide provides additional background to the questions on the Application to help you provide correct information so that Permits may be issued without undue delay. Numbers in the Guide margin correspond to line numbers on the Application.
- If you do not understand the questions, consult your special event coordinator, constructor, equipment supplier, or Edmonton Service Centre.
- **One copy only** of all plans, documents and details, prepared by a person skilled in drawing, is required.
- Incomplete application may be refused or will delay permit processing.
- Please **SUBMIT at least 5 DAYS BEFORE EVENT** so we have **TIME TO REVIEW AND PROCESS PERMIT and ARRANGE REQUIRED INSPECTIONS.**

<b>1</b>	<b>EVENT NAME</b> is the full publicly-recognized name of the event
<b>2</b>	<b>EVENT LOCATION</b> is the street address of the project location, and cannot be an intersection designation only. Provide the full address description of the location, with name of any park, square, community league, etc. If uncertain, verify with the owner.
<b>3</b>	<b>DATES: START SETUP -- FINISH STRIKE</b> when your crew starts setting up for event, and when all clean up following will be complete. <b>EVENT START -- EVENT FINISH</b> is the opening time and closing time of the event itself.
<b>4</b>	<input type="checkbox"/> NEW <input type="checkbox"/> Existing DP CITY FILE # _____ <b>CITY FILE #</b> is the associated Development Permit Number of the business, obtained before the Building Permit is processed.  <b>COST OF CONSTRUCTION</b> for Special Events is an approximate budget cost for rentals and labour for the set-up and tear-down work, including for any trades work. This is for statistics only, and does not impact the permit fees.
<b>5</b>	<b>PERMITS APPLICANT</b> is the group responsible for the event, with a contact person who we can deal with for permit process. APPLICANT will be the Building Permit holder-- assuming primary responsibility for the work and completion of permit conditions.
<b>6</b>	<b>PROPERTY OWNER</b> is responsible together with the constructor for activities on the site, and is ultimately responsible to ensure that all activities that take place there meet the requirements of ABC 2014 and related Codes and Standards.
<b>TRADES WORK</b> Check <input checked="" type="checkbox"/> and complete the following to describe all proposed work, as applicable. This will result in our office issuing the correct permits for work where a registered journeyman/master must perform and take responsibility for certain work. Answer all questions.	
<b>7</b>	<b>PROPANE WORK</b> A Gas Permit is required where temporary propane gas intended for cooking or heating is set up. Provide contact information for the certified gas-fitter that will do the setup, which may also be your propane provider, if qualified. <b>EXEMPTION:</b> Residential barbecue with a 20 lb tank is exempt; no Gas Permit is needed. <b>EXEMPTION:</b> Cooking is all in self-contained food trucks; no Gas Permit is needed. <b>EXEMPTION:</b> No space heating or gas-fired water heating is being operated; no Gas Permit is needed.
<b>8</b>	<b>PLUMBING WORK</b> A Plumbing Permit is required where temporary piped potable water is provided (e.g., handwash areas, food prep areas, dishwashing, etc.) and wastewater is drained to a holding tank or to a sewer. <b>EXEMPTION:</b> Self-contained food trucks that hold ALL water on board and do not dump any water at the event; no Plumbing Permit. Be aware of requirements from the utility provider, and work with your City event coordinator : <a href="https://www.epcor.com/products-services/drainage/rates-terms-and-conditions/Documents/permit-to-release-application-festivals-events.pdf">https://www.epcor.com/products-services/drainage/rates-terms-and-conditions/Documents/permit-to-release-application-festivals-events.pdf</a>
<b>9</b>	<b>ELECTRICAL WORK</b> An Electrical Permit covers work and equipment related to a distribution system, light and power supply work, emergency lighting, exit signage, fire alarm etc. <b>EXEMPTION:</b> Small 'personal' generator of up to 7500W and not requiring wheels or trailer to be moved, with approved extension cords plugged directly into it; no Electrical Permit is needed. <b>EXEMPTION:</b> Connecting cords to standard existing wall receptacles; no Electrical Permit is needed.

**Exit Sign Note:**

- required to be visible on approach to the exit in any tent/space/building with more than 150 occupants
- required at egress doorways from any tent/space/room with an occupant load of more than 60 that has normal lighting levels that make it difficult to locate doorways (e.g., theatre space, cinema, circus space, lounge, dance hall, etc.)
- with pointer arrow indicating direction to exit shall be provided where the exit doorway is not visible
- are to be continuously illuminated internally or externally
  - ◆ internally: conform to CSA C22.2 No. 141, "Emergency Lighting Equipment"
  - ◆ externally: conform to CAN/ULC-S572, "Photoluminescent and Self-Luminous Signs and Path Marking Systems"

**Emergency Lighting Note:**

- required in exits, where the public may congregate, and in commercial kitchen food prep areas unless it can be shown it is not required. Evening-use interior space often needs dusk to dawn coverage
- fixtures shall conform to CSA C22.2 No. 141, "Emergency Lighting Equipment" for self-contained battery units
- shall provide illumination average levels of not less than 10 lx at floor/tread level, with minimum illumination level not less than 1 lx at floor/tread level, except that incandescent lighting equal to 1 W/m2 of floor area is acceptable

**Fire Alarm Note:**

- ABC requires a building intended to have an occupant load of more than 150 persons where food and drink are consumed, or more than 300 persons where no eating/drinking to have a fire alarm system. For temporary events, this number may be increased, depending on the design characteristics of the temporary facility, and the Fire Safety Plan.
- Engineer-stamped design drawings and [duly-completed A2 and B1-B2 electrical engineer letters](#) are required for a temporary alarm system. After construction but before the facility may be occupied, [C2 letter](#) confirming the installation is as designed and meets the intent of ABC2014 must be submitted to the building permit office. Where occupant load exceeds 1000 persons in one temporary building, a voice communication system will be required.
- **Alternative to a fire alarm system:** provide a FRS-approved [Special Fire Safety Plan](#) for review in place of some or all of the Fire and Life Safety requirements. This Plan would form the basis of an alternative solution (Variance) to specific requirements, which requires additional review and process time. Last-minute requests may not be accommodated, so consult at least one week ahead of opening day.

**10 SITE PLAN for ALL applications** Include the following on a legible, reasonably-scaled plan, as applicable to the event.

**BASIC SITE FEATURES**

- name and dates of event
- north arrow, labeled roads, emergency access routes and fire hydrants, all fences
- existing buildings and permanent /established washrooms and other facilities
- wayfinding and barrier-free/accessibility provisions for movement between points on the site--cable covers, signage, etc.
- At least 1 in 10 privies must be wheelchair accessible; hand wash facilities must be provided
- Indicate approximate total aggregate area of all tents, stages, trailers, bleachers and all festival-related temporary features

**EVENT FACILITIES and FEATURES** [consider numbering the features and providing an index on or attached to the site plan]. Show all

- tents and air-supported structures and separation distance between them and other construction. Tent groups of up to 120m<sup>2</sup> (1300ft<sup>2</sup>) in ground area are allowed provided this does not create a hazard (see BOX 11)
- mobile stages, temporary stages and related overhead structures, and other special structures (see BOX 12)
- trailers, movable structures, site-built structures, and shipping containers/storage pods (see BOX 13)
- bleachers locations with fixed or bench seating (with or without backs) (see BOX 14)
- label tents or shelters/huts intended for cooking
- label any spare fuel storage area/quantities and generator locations
- label 'beer gardens', including number and clear width of exits, dimensions of enclosure and any contained non-occupiable area (*bar, planters, vehicles, displays, etc.*). Show any designated smoking areas.
- [food truck](#) set-up areas; specify if trucks are self-contained or [if dumping wastewater to external collection point or drains](#)
- [temporary portable privy and wash-up sanitary facility area and wastewater collection tanks](#).
- [chemical/oil/waste containment areas](#)

**WASTEWATER MANAGEMENT PROVISIONS** for [EPCOR Permit to Release application](#), in addition to the above

- [piping and pre-treatment locations: interceptors, grease traps, sediment/solids traps, settling tanks, dechlorination](#)
- [proposed requested wastewater discharge sites: manholes, catch basins, drains](#)

CONSTRUCTOR means a person who contracts with an owner/agent to undertake a project, and includes an owner who contracts with more than one person for the work on a project or undertakes the work on a project or any part of a project.

The constructor shall ensure that

- (a) precautions are taken to safeguard the public and protect adjacent properties,
- (b) the methods used in putting up and taking down the structures and facilities are safe, and
- (c) the material and equipment used on site meet the requirements of Alberta Building Code.

Additionally, [any contractor must comply with OHS Regulations](#), which compliance is monitored by OHS inspectors.

## 11 TENTS and AIR-SUPPORTED SHELTER STRUCTURES

- **EXEMPTION:** A tent or group of tents totalling up to 60m<sup>2</sup> (645ft<sup>2</sup>) in ground cover area, with minimum 3m (10ft) clear zone around, with no cooking in it does **not** require Building Permit. Cannot split event into multiple 60m<sup>2</sup> to avoid permit.

→ **Every** tent/shelter/air-supported shelter structure, and all tarpaulins and decorative materials used in connection with these structures must be confirmed in writing to conform to CAN/ULC-S109 “Flame Tests of Flame-Resistant Fabrics and Films”

- Recreational or utility tarps, and fabrics not factory-labeled as compliant are not permitted
- Fabrics may need re-treatment after lengthy exposure: discuss flame test with FRS

→ **Every** tent/shelter/air-supported shelter structure must be ballasted or anchored to the ground per manufacturer instruction and designed to withstand reasonably expected wind forces that may arise.

- Methods of anchorage must be included as part of or with the design of each structure
- Safe operating parameters of the design must not be exceeded by the Operations Plan for the event
- Confirm that the location of anchors will not disturb any existing underground utility lines

→ Tents, grouped up to 120m<sup>2</sup> (1300ft<sup>2</sup>) in ground area, shall be set at least 3m apart from other groups or structures, with adequate spacing to provide a means of emergency egress.

Provide a satisfactory letter of assurance with this application from the tent CONSTRUCTOR stating that qualified personnel will supervise the raising and dismantling of tents exceeding 10m<sup>2</sup> (107ft<sup>2</sup>) area

Provide SKETCH DRAWINGS (or clear photos) OF EACH TENT intended to

- accommodate more than 60 people, showing intended occupant load, seating plans, furniture, exits, emergency lighting if to be used between dusk and dawn, etc., **-OR-**
- contain cooking appliances, showing that the layout complies with the following

→ An open-sided tents--canopies--**only** may shelter cooking appliances that may produce grease laden vapour

→ 1 m clear space above any appliance, and a solid barrier 1m back from each appliance to limit risk of public contacting it

→ No “open flame” cooking appliances or barbeques are permitted inside a tent or within 1m distance of any tent wall

→ Any cooking appliance must be provided with a stable stand or non-combustible table to limit risk of it tipping

→ Provide clear zone of at least 3m (10ft) between max 120m<sup>2</sup> groups of cook tents/canopies and other tents, canopies or buildings

→ Each cook tent/ canopy to have a multi-purpose dry chemical portable fire extinguisher (min rating 2A-10BC)

→ Each deep fryer appliance to have a K-class portable fire extinguisher

→ Each tent can have max 1-100 lb propane cylinder and 1-20 lb backup cylinder (per tent, not per appliance), secured outside the tent

Provide STRUCTURAL drawings, PEng-stamped/signed/dated for **any tent exceeding 300 m<sup>2</sup> (3230ft<sup>2</sup>)** in area.

Be prepared to provide a PEng-stamped letter confirming the installation is in accordance with the design drawings and meets the intent of ABC2014 to permit office for review **prior** to requesting mandatory final inspection for occupancy, **before** the tent is used.

→ **Air-supported shelter structure** using a continuous air supply to pressurize a flexible fabric envelope of walls and roof, typically with entry and exit through airlocks, requires building permit review.

- shall be open floor space without interior walls, intermediate floors or similar construction.
- If holding more than 200 persons, it shall have
  - ◆ an automatic emergency engine-generator set capable of powering one blower continuously for 4 h, **-OR-**
  - ◆ a supplementary blower powered by an automatic internal combustion engine.

Provide STRUCTURAL drawings, PEng-stamped/signed/dated for any air-supported shelter structure.

Be prepared to provide a PEng-stamped letter confirming the installation is in accordance with the design drawings and meets the intent of ABC2014 to permit office for review **prior** to requesting mandatory final inspection for occupancy, **before** structure is used.

Provide FIRE ALARM DESIGN drawings stamped/signed/dated per BOX 9, above, if fire alarm required per intended occupant load, **-OR-** Special Fire Safety Plan approved by FRS in lieu of a fire alarm system

Be prepared to provide Fire Alarm Verification documentation per CAN-ULC to permit office for review prior to requesting mandatory final inspection for occupancy before facility containing fire alarm is put in use.

	<p>→<b>Inflatable play structures</b> (<i>trampolines, ‘bouncy castles’</i>), slide structures, rope courses, climbing walls, etc., are not governed by Alberta Building Code. Some require <a href="#">AEDARSA approvals</a> and safety supervision protocols should be in place for all.</p>
<p><b>12</b></p>	<p><b>STAGES with or without OVERHEAD STRUCTURES, and SPECIAL STRUCTURES</b></p> <p>→<b>Manufactured Mobile Stage</b>(self-contained): Common mobile stages (<i>e.g., Stageline Series</i>) are pre-engineered and may be used typically without site-specific engineering, with no modifications and per manufacturer’s directions and associated dedicated procedures in case of high winds, snow or heavy rains. Any alteration to a premanufactured system requires engineering.</p> <p>→<b>Built/assembled in place</b>: Building permit is required for construction of or addition to a stage</p> <ul style="list-style-type: none"> <li>→ where the platform of the stage is 1.2m (4 ft) or higher than the adjacent surface on any side <b>-OR-</b></li> <li>→ with any overhead or high special structure (<i>e.g., light trusses, speaker towers, etc.</i>) intended to be used in conjunction or association with <u>any</u> stage or tent. They do not need to be attached to the stage to be deemed to be used in conjunction with it</li> </ul> <p><input type="checkbox"/> Provide STRUCTURAL drawings, PEng-stamped/signed/dated for <b>any</b> stage design</p> <p><input type="checkbox"/> Be prepared to provide a PEng-stamped letter confirming the installation is in accordance with the design drawings and meets the intent of ABC2014 to permit office for review <b>prior</b> to booking mandatory final inspection for occupancy, <b>before</b> the stage is used</p> <p><b>SPECIAL STRUCTURES</b> Any special structures such as trusses, girders, gantries, race arches or sign structures <b>not</b> 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. Provide details (photos or supplier tear-sheets) so that a determination may be made by permit office</p>
<p><b>13</b></p>	<p><b>TRAILERS, PORTABLE and SITE-BUILT STRUCTURES, SHIPPING CONTAINERS/STORAGE PODS</b></p> <p>The move-on of a</p> <ul style="list-style-type: none"> <li>→ fully self-contained, CSA-277- labelled trailer requires <ul style="list-style-type: none"> <li>◆ access and egress points, stairs, guards, handrails, ramps, etc. noted on drawings <b>-AND-</b></li> <li>◆ Plumbing, Gas and Electrical Permit, as applicable for hookup of needed service, in addition to Building Permit.</li> </ul> </li> <li>→ portable, off-site -built structure (<i>pre-fab shed, market hut, etc.</i>), or site-built structure requires <ul style="list-style-type: none"> <li>◆ construction details sufficiently detailed to demonstrate code-compliance of structure and services <b>-AND-</b></li> <li>◆ HVAC, Plumbing, Gas and Electrical Permits as applicable, in addition to Building Permit, subject to plans examination. Further details may be called for at that time.</li> </ul> </li> <li>→ <b>EXEMPTION</b>: structure up to 10 sq m (107 sq ft) in area that does not pose a hazard to public or adjacent structures.</li> <li>→ <b>EXEMPTION</b>: self-propelled vehicle or trailer coupled to its pull vehicle (<i>e.g.: food truck</i>) is not subject to Building Permit.</li> </ul> <p><input type="checkbox"/> Provide DRAWINGS OF STRUCTURES/TRAILERS containing/ intended to contain</p> <ul style="list-style-type: none"> <li>→ accommodate more than 60 people, showing intended occupant load, seating plans, furniture, exits, emergency lighting if to be used between dusk and dawn, etc., <b>-OR-</b></li> <li>→ contain cooking appliances. Show planned interior layout and NFPA-96 provisions if semi-permanently constructed.</li> </ul> <p><input type="checkbox"/> Provide MECHANICAL drawings, PEng-stamped/signed/dated for any NFPA-96 design and it’s suppression system.</p> <p><input type="checkbox"/> Provide STRUCTURAL drawings, PEng-stamped/signed/dated for any of the above exceeding <b>300 m<sup>2</sup></b> (3230ft<sup>2</sup>) in area.</p> <p>→<b>SHIPPING CONTAINERS/STORAGE PODS</b> are intended for storage, with keys under strict control of responsible persons, and should be equipped with pressure-relief device.</p> <ul style="list-style-type: none"> <li>→ Provide details of door swing and locking operation if intention is to occupy the container.</li> <li>→ Containers (repurposed or purpose-built) for any other use require building permit review--provide details (eg., stacked to serve as a movie screen, etc).</li> </ul>
<p><b>14</b></p>	<p><b>BLEACHERS/FIXED SEATING</b></p> <p>Construction of bleacher or similarly intended seating requires a Building Permit</p> <p><input type="checkbox"/> Provide SKETCH DRAWINGS (or clear photos) OF EACH ROOM, TENT or space intended to house raised or fixed seating</p> <p><input type="checkbox"/> Provide STRUCTURAL drawings, PEng-stamped/signed/dated for any bleacher/raised seating/bench design</p> <p><input type="checkbox"/> Be prepared to provide a PEng-stamped letter confirming the installation is in accordance with the design drawings and meets the intent of ABC2014 to permit office for review <b>prior</b> to booking mandatory final inspection for occupancy, <b>before</b> the seating is put in use.</p>

### FRS Food Trucks Rules

See [Mobile Cooking Operations Standata](#)

- All food trucks must have prior approval from City of Edmonton Vending.
- Fire Prevention Officer may conduct site inspections of trucks during festival walk-around
- Festival organizers will supply and/or maintain all spare fuel in a safe, secure lock up (e.g., fuel for generators)
- 1 spare 20 lb propane bottle on site is acceptable, secured upright with non-combustible strap
- Special Event Food Outlet Inspections are conducted between 08:00h-17:20h, Monday to Friday @ no charge.
- Minimum 3h fee applies when outside hours of 08:00-17:20, Monday to Friday, including statutory holidays, @ \$133/h/inspector

### FRS Temporary Beer Gardens

- Provide a detailed diagram of beer garden area. Provide the measurements of all sides, number of exits and width of exits. You are permitted to enclose areas where the bar or trailers will be located within perimeter fencing. Also include dimensions of any un-occupiable space within the beer garden (large planters, vehicles, bar space, etc.)
- All beer gardens require approvals from AGLC, EPS and FRS in order to operate.
- An approved operational Occupant Load card must be posted.

### FRS Special Event Floor Plan Review and Inspection

- Review of event plans, maps, occupant load calculations, fire pit approval and an onsite inspection between 0800h-1720h, Monday to Friday excluding statutory holidays: Plan Review Fee \$133.00
- Minimum 3h fee applies when outside hours of 08:00-17:20, Monday to Friday, including statutory holidays, @ \$133/h/inspector

## **Brief Explanation of the Development Permit and Building Permit Application Process**

A valid Development Permit (DP) or DP waiver must be in place for any project before Building Permit (BP) processing. A Plans Examiner will then perform a full Code review of the project, and provide a Plans Examination report if needed listing any items requiring clarification or amendment in order to demonstrate ABC compliance. A Commercial Final Building Permit will be issued upon satisfactory resolution of any identified issues.

Additional permits may be required for proposed HVAC (Heating, Ventilating and Air Conditioning), Plumbing, Gas or Electrical work. A Safety Codes Officer makes the final determination of what permits are required for a project, or will sign off where no permit is required. Updates on permit progress will be emailed.

Provide the Project Numbers from the Permit to the subtrades who can then claim the trade permits that have already been paid for with the application. Work may proceed when those trades permits are issued. Inspections should be called as outlined on the permit conditions. Coordinate closely with the trades so their inspections can be called to minimize delays.

Be sure to read ALL Building Permit conditions printed on the permit as soon as it is issued, and act accordingly. Much important information is printed there.

Depending on scale, complexity and context, a Fire Inspector may conduct a joint inspection with the Building Inspector.

Requirements to obtain permits are listed in ABC2014:DivA:1.1.1.1 and in DivC:2.2.9. Alberta [“Permit Regulation”](#) lists when you are obligated to obtain a permit for work, when you are lawfully able to do work without permits, and who may obtain them. [Edmonton “Safety Codes Permit Bylaw”15894](#) contains municipal regulations related to permits and inspections.