



City of Moncton Building Permit Information Requirements for Public Tent Structures
APPLICATIONS MUST BE RECEIVED MINIMUM OF 10 BUSINESS DAYS PRIOR TO EVENT

Name of event: _____ Date: _____

(Dates tent will be installed)

Location of event: _____ Contact Name: _____

Phone #: _____ Address: _____

Fax #: _____ Email : _____

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 indicating dimensions and exits.
 - Site plan must show 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.
 - Floor plan must include all interior/exterior dimensions, layout of counters and tables, and location of exits, which indicate the maximum travel distance from inside the structure.
 - Elevation drawings must show the appearance and height of the tent.
2. Provide confirmation 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.
3. Provide a letter confirming who is responsible for the snow removal if the tent is erected during winter weather conditions.
4. 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.
 - PERMIT FEE – \$25 per tent**

PLEASE NOTE APPLICANTS SHOULD REVIEW THE FOLLOWING:

The City of Moncton Regulations Regarding Use of Tents for Assembly Purposes.

- Contact City of Moncton Fire Prevention at 853-3421 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.

CITY OF MONCTON REGULATIONS REGARDING USE OF TENTS FOR ASSEMBLY PURPOSES

1. A building permit must be obtained from the City of Moncton Building Inspection Office, 2nd floor City Hall, 665 Main Street, Moncton, N.B. prior to the erection of a tent **exceeding** 18.6 square meters (200 square feet) in size and/or intended for public assembly.
2. The tent and any decorative materials must conform to CAN/ULC S-109M "Standard for Flame Tests of Flame-Resistant Fabrics and Films," and/or NFPA 701.
3. All electrical installations must be in accordance with the current Canadian Electrical Code.
4. 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.
5. 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 (10ft) of the open flames.
6. Hay, straw, shavings or similar combustible materials are not permitted in the tent.
7. The tent must be erected no closer than 3.05 meters (10 ft) to any other structure.
8. The ground enclosed by the tent, and surrounding area within 3.05 meters (10 ft) of the tent, must be clear of vegetation and other flammable materials.
9. There are 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 size of tent, for adequate coverage).
10. Exiting requirements and occupant load shall be in accordance with the requirements of the latest edition National Building and Fire Code of Canada. City of Moncton Fire Prevention personnel prior to occupancy must approve the occupant load and exiting requirements.
11. The City of Moncton Fire Prevention must inspect all tents with occupancy of more than 50 people at one time. To schedule inspection please contact 853-3421.
12. 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.
13. Where tents are designed to accommodate more than 1,000 persons, an acceptable fire alarm and communications system shall be provided.
14. Temporary AC/DC exit lights and emergency lighting is to be installed and tested where applicable.
15. All required fire access roads around the tent must be maintained and clear of obstructions.

Updated July 1, 2008