



Special Function – Class 1

This class describes events that are anticipated to have a minimal effect on the surrounding neighbourhood, such as a wedding, birthday, trade show, ceremony, grade opening, an educational, recreational, sporting, social, worship or expanded business function not associated with a licensed establishment.

Special Function – Class 2

This class describes events operating as commercially licensed establishments (i.e. restaurant, bar or nightclub).

A Class 2 function operating for an extended period requires a development permit.

WARNING! It is the responsibility of the applicant to ensure that the work being carried out does not contravene the requirements of restrictive covenants, caveats, or any other restrictions that are registered against the property.

Application Fees

Up to date development and building permit application fees can be found:

Online: www.chestermere.ca

By phone: 403-207-7075

In person: Mon - Fri 8:30AM – 4:30PM

NOTE:

- If development authorized by the Development Permit is not commenced within 12 months from the date of issue, and completed within 24 months of issuance, the Permit is deemed void unless an extension has been granted.
- Submitting insufficient or incomplete information results in more visits to the City offices and delays the review of your permit



CHESTERMERE

105 Marina Road,
Chestermere, Alberta T1X 1V7
Phone: (403) 207-7075 Fax: (403) 207-2817
www.chestermere.ca



Tents & Canopies for Outdoor Special Events

Please Note: This pamphlet has no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect. The City of Chestermere accepts no responsibility to persons relying solely on this information.

Introduction

Special function, such as weddings, performance, sporting events, charity runs, races and walks, street music and cultural festivals, parades, block parties and other special events are subject to applicable safety regulations, bylaw rules and licensing requirements.

These are intended to help keep citizens safe and ensure special functions are run responsibly and are respectful of neighbours.

Building Permits

Building permits are required when:

- An individual tent or group of tents that cover more than 60m² (645 sq.ft.) of ground.
- A tent that covers less than 60m² of ground but is within 3m (9.8ft.) of another structure.
- A tent that contains commercial cooking equipment.

For residential uses, building permits are **not** required. The City will review residential tents on a complaint basis for any unsafe conditions.

Tent and canopy materials must be made of flame resistant material that conforms to CAN/ULC-S109.

Electrical Permits

An electrical permit is required for fairs and concessions when:

- Temporary wiring (lighting and power) is attached to the steel structure.

- Power is supplied to the structure from a permanent power source.
- A generator is supplied that is required to be grounded.
- The steel structure is required to be bonded to the ground.

Gas Permits

- A gas permit is required when a propane container has a capacity of greater than 454 litres or when containers are manifold together and the combined capacity exceeds 454 litres.
- All gas installations must comply with the current edition of the National Gas and Propane Installation Code (B149.1-15), as well as the Propane Storage and Handling Code (B149.2-15).
- 100 lb. propane tanks must be 3m (9.8 ft.) away from appliances (source of ignition).

Provincial Authorities with Jurisdiction

- Alberta Gaming and Liquor Commission (when special events licences are required).
- Alberta Health Services (when operating a temporary food establishment in conjunction with the tent).

Processing Times

Allow three weeks to apply for and obtain a building permit. Allow sufficient time for safety inspections in case there are any deficiencies that need to be addressed. After hours inspections are available for an additional charge.

If required, development approval must be obtained before applying for a building permit. Allow a minimum of six weeks, three weeks for the application, two weeks to adjudicate and advertise, and one week in case the decision is appealed to the Subdivision and Development Appeal Board.

Licensing

Additional licensing and permits may be required for new business activities, or for businesses wishing to operate from a tent on a property other than the location of their business.

Inspections and Compliance

Inspections are part of the permit and licensing approval processes and periodically during large events.

Non-compliance with any applicable code, regulation or condition of approval can result in warning notices, violation tickets, orders, licence suspensions, charges or immediate court action.

Tents are also included in the Chestermere Fire Department's bar and nightclub safety program, which is focused on fire prevention.

Safety Regulations

Tents, canopies, stages and other festival-type structures must conform to the Alberta Building Code and the Alberta Fire Code to ensure public safety, health, fire and structural safety, and that accessibility and performance requirements are met.



CITY OF CHESTERMERE
COMMUNITY GROWTH & INFRASTRUCTURE
 105 Marina Road, Chestermere, AB T1X 1V7
 Ph (403) 207-7075 Fax (403) 207-2817

**APPLICATION FOR
 DEVELOPMENT PERMIT**

ROLL NO.

I/We hereby make application under the provisions of the current Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application.

APPLICANT INFORMATION			COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF APPLICANT			NAME OF REGISTERED LAND OWNER		
ADDRESS			ADDRESS		
POSTAL CODE	TELEPHONE (Res)	(Bus.)	POSTAL CODE	TELEPHONE (Res)	(Bus.)
E-MAIL ADDRESS OF APPLICANT					

LAND INFORMATION

Legal description of proposed development site:

REGISTERED PLAN NO.	BLOCK	LOT	OR	QTR./L.S.	SEC.	TWP.	RG.	M.
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Civic Address of Proposed Development _____

Describe the existing use of the land: _____

Land Use Classification: _____

DEVELOPMENT INFORMATION

Describe the proposed use of the land: _____

Estimate the project:

COMMENCEMENT DATE	COMPLETION DATE	CONSTRUCTION COSTS \$
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Attached is: (a) Site Plan: Yes No N/A; (b) Floor Plan: Yes No N/A

DECLARATION

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.

DATE

SIGNATURE OF APPLICANT

NOTE:
 Signature of Registered Land
 Owner required if different

DATE

SIGNATURE OF REGISTERED LAND OWNER

FEES

Development Permit Fee: \$ _____
 Advertising Fee: \$ _____
 Others: \$ _____

GL 1-61-00-528-00

Total Fee: \$

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere Alberta T1X 1V7 (403) 207-7050

Submission of a duly signed development permit application authorizes the Development Officer and/or designated City's employee to enter the property to carry out inspections necessary for this development.



CITY OF CHESTERMERE
BUILDING PERMIT APPLICATION
 COMMUNITY GROWTH & INFRASTRUCTURE
 105 Marina Road, Chestermere, Alberta T1X 1V7
 Phone: 207-7075 Fax: 207-2817
 www.chestermere.ca

DATE STAMP

 (Office use only)

Permit # _____

(Office use only)

THE BUILDING PERMIT FEE SHALL BE DOUBLED IF CONSTRUCTION (INCLUDING EXCAVATION) COMMENCES PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

MUNICIPAL ADDRESS _____ LOT _____, BLOCK _____, PLAN _____ ZONING _____

TYPE OF DEVELOPMENT Residential Industrial Commercial Institutional Demolition Other

IF RESIDENTIAL: Single Family Dwelling Semi-Detached Dwelling Condo/Town Showhome Detached Garage Deck/Stairs
Basement Dev. Renovation Addition Wood Burning Stove/Fireplace Demolition Other

IF COMERCIAL: New Building Addition CRU (Renovation) CRU (New)

Name of Establishment: _____

Note: ALL COMMERCIAL PERMITS REQUIRE ALL NECESSARY SCHEDULES TO BE ATTACHED.

Estimated Developed Floor Area _____ **Estimated Cost of Construction** _____

Owner _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____
Contractor _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____
Applicant _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____

PERMIT FEES	
Building Permit	_____
Development Review Fee	_____
Partial Building Permit	_____
Safety Code Fee	_____
Utility Service	_____
Performance Deposit	_____
Landscaping Deposit	_____
Other	_____
Total	_____

TERMS AND CONDITIONS: This application form must be accompanied by a complete application package (checklist, plot plan, construction drawings, etc.) Notwithstanding, the owner is solely responsible for ensuring compliance with the current Alberta Building Code which are outlined in the attached Plans Examination Review and the City of Chestermere Land Use Bylaw 022-10, as amended. Any contravention of either may result in penalties or other enforcement.

I/We hereby make application for Development Review and Building Permit under the provisions of the current Land Use Bylaw, in accordance with the plans and supporting information submitted herewith and form part of this application. By signing this application, I authorize the Development Officer and/or designated City employees to enter the property to carry out inspections necessary for this development.

I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

Signature of Owner _____ **Signature of Applicant** _____

OFFICE USE ONLY:

(Letter of Authorization from Owner needed)

OTHER PERMITS REQUIRED: Electrical Gas Gas Air Test Gas Fireplace Plumbing W&S PSDS

Date Permit Issued: _____

Issued By: _____

Building Inspector

Designation #: _____



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SPECIAL FUNCTIONS/TEMPORARY USE

Building Permit Application Requirement List

All of the following information is necessary to facilitate an adequate evaluation to complete your application. To process your application in a timely manner, all information submitted must be clear, legible and precise. Applications can only be accepted when all information is received.

Applications require a pre-screening check prior to formal acceptance. Plans that fail to meet the pre-screening standards will not be accepted and will require amendments and resubmission.

For residential uses, building permits are not required, as per The Alberta Safety Codes Act – Permit Regulation. The City will review residential tents on a complaint basis for any unsafe conditions.

If your application meets the requirements listed on page three, and the construction shown complies with Alberta Building Code requirements. To allow for proper review of building code requirements, permit applications received late in the business day will be reviewed the next business day.

For special function building permit applications, a more detailed Building Code review is required for the following conditions:

1. Individual tents housing more than 1000 people.
2. Individual tents containing bleachers or fixed seating.
3. Events incorporating tents or other structures where City roads or fire department access routes will be blocked off (not including private residential block parties).
4. Events incorporating stages where the platform of the stage is more than 1.2 m higher than the adjacent surface on any side, or where overhead structure is used or intended to be used in conjunction with the stage.
5. Applications with a Development Permit.

NOTE: Stages, tents, bleachers and other festival-type structures are considered to be buildings as defined by the Alberta Building Code 2014 and, as such, owners and event organizers are required to apply for a building permit any time these structures are constructed, installed or erected, regardless of the duration or timing of the event.

In addition, **other permits** may be required for the installation of related temporary structures' services. An owner/organizer shall ensure that all permits required in connection with proposed work are obtained before starting the work to which they are related (i.e., electrical, plumbing, gas, and HVAC).

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. Approved Development Permit , where applicable.
<input type="radio"/>	<input type="radio"/>	2. Three (3) copies of the site plan , indicating, street names, location of the structure(s) on the site; dimensions between the tent(s)/stages and all other structures on the site; distances to property lines and roads; site access and designated fire routes; mobile food vendor locations; stationary trucks and trailers; overhead wires; portable washrooms, generators, propane tanks, commercial cooking appliances; dimensions and location of exits, entrances, entertainment areas (stages, dance floor).
<input type="radio"/>	<input type="radio"/>	3. Architectural Drawings Three (3) copies of a floor plan indicating:
<input type="checkbox"/>	<input type="checkbox"/>	The layout and the use(s) inside the tent(s);
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and location of exits, entrances, seating/table areas, entertainment areas (stages/dance floor); and
<input type="checkbox"/>	<input type="checkbox"/>	The number of sides of the tent to be left open.
<input type="checkbox"/>	<input type="checkbox"/>	Capacity and location of exits, travel distances, emergency lighting, design of bleachers and configuration of seating; and
<input type="checkbox"/>	<input type="checkbox"/>	The number and location of washroom facilities, occupant load to be included.
<input type="checkbox"/>	<input type="checkbox"/>	For large events (over 1000 participants) , drawings must be sealed by an architect, who is registered and licensed to practise in the province of Alberta, when the area of an individual tent is greater than 300 m ² and the tent contains bleachers or sidewalls. If the size or complexity of a project gives rise to special safety concerns, all drawings may be required to be sealed by an architect, who is registered and licensed to practise in the province of Alberta.
<input type="radio"/>	<input type="radio"/>	4. Structural Drawings Three (3) sets of structural drawings , indicating the type of anchorage system used, support structure. Support structure and anchorage shall be designed, sealed and reviewed by a professional engineer, who is registered and licensed to practise in the province of Alberta, where an individual tent exceeds 300 m ² in area. If the size or complexity of a project gives rise to special safety concerns, all drawings may be required to be sealed by a professional engineer, who is registered and licensed to practise in the province of Alberta,.
<input type="radio"/>	<input type="radio"/>	5. Stages
<input type="checkbox"/>	<input type="checkbox"/>	Provide architectural and structural drawings if the platform of the stage is more than 1.2 metres higher than adjacent surface on any side.
<input type="checkbox"/>	<input type="checkbox"/>	Structural drawings must be sealed by a professional engineer, who is registered and licensed to practise in the province of Alberta, if area of the stage is more than 300 m ² or overhead structure is used or intended to be used in conjunction with a stage or a tent, (design loading must show on the drawings).
<input type="radio"/>	<input type="radio"/>	6. Flame Resistance Certificates - fabric material shall meet the requirements of CAN/ULC S- 109M "Standards for Flame Tests of Flame Resistance Fabrics and Films" for all tents used in connection with public events. Flame Resistance Certificate must be provided.
<input type="radio"/>	<input type="radio"/>	7. Occupant Load - indicate the expected number of people permitted to occupy the tent at one time. If seating is provided, show the number and arrangement of seats.
<input type="radio"/>	<input type="radio"/>	8. Schedules – Commitments for Design and Field Review – from professionals of record Architectural (A1, A2, B1 and B2) and Structural (A2, B1 and B2) schedules, if professional involvement is required.
<input type="radio"/>	<input type="radio"/>	9. Fee.

TEMPORARY STRUCTURES/EVENT INFORMATION

EVENT NAME			
EVENT DESCRIPTION <i>(Describe the activities to take place in the Special Function Tent and on the parcel associated with this event. The use within the propose tent must be an extension of the existing business or recreational activity identified above. Some examples are: retail sales, vehicle sales, and restaurant – (food, restaurant – licensed, drinking establishment, nightclub, social events, customer appreciation event, fundraiser, Stampede breakfast, wedding, etc.))</i>			
EVENT'S MUNICIPAL ADDRESS			
TYPE OF ENTERTAINMENT			
HOURS OF OPERATION		NUMBER OF PEOPLE ANTICIPATED	
START AND END DATE(S) OF EVENT		SET UP DATE(S) OF EVENT	
EVENT STARTS		SET UP	
EVENT ENDS		TAKE DOWN	
ANTICIPATED INSPECTION*		ON-SITE INSPECTION CONTACT	
DATE	TIME	NAME	CELL NUMBER
*For information purposes only. Applicant is responsible for booking the inspection by sending an email to inspections@chestermere.ca . After hours fees are applicable for inspections outside office hours.			
FOOD/DRINKS SERVED ON SITE? <input type="checkbox"/> Yes <input type="checkbox"/> No		ALCOHOL SERVED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
TYPE OF COOKING <i>(include fuel type)</i>		IF YES, WHAT IS THE NATURE OF ALCOHOL SERVICE?	

WILL THESE BE SOURCED FROM A BUILDING? PLUMBING <input type="checkbox"/> Yes <input type="checkbox"/> No GAS <input type="checkbox"/> Yes <input type="checkbox"/> No ELECTRICAL <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No						
PORTABLE GENERATORS <input type="checkbox"/> Yes <input type="checkbox"/> No						
HEATING <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE, # OF TANKS ____ <input type="checkbox"/> NONE						
Temporary structures	# of structures	Size	# of structures	Size	# of structures	Size
TENTS						
STAGES/BLEACHERS						
AGGREGATE AREA OF ALL TENTS, STAGES AND OTHER FESTIVAL STRUCTURE TYPES _____						

TENT/EQUIPMENT SUPPLIER INFORMATION

COMPANY NAME		
OFFICE CONTACT PERSON		
PHONE NUMBER	EMAIL	FAX NUMBER
MAILING ADDRESS		POSTAL CODE