



Special Events General Information

Introduction

Special events, such sporting events, charity runs, races and walks, 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 events are run responsibly and are respectful of neighbours.

Safety regulations

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

Building permits

If one of the following is true, a building permit is required:

- An individual tent that covers more than 60 m² (645 sq ft) of ground; or
- A tent that contains commercial cooking equipment; or
- Stages more than 1.2 m above ground level; or
- Temporary bleachers.

For residential uses, building permits are **not** required, as per The Alberta Safety Codes Act – Permit Regulation. Tent and canopy materials must be made of flame resistant material that conforms to CAN/ULC-S109M.

Required Documents

1. **A 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)
2. **Stages**
 - Provide architectural and structural drawings if the platform of the stage is more than 1.2 m higher than adjacent surface on any side.
 - Structural drawings must be sealed by a professional engineer, who is registered and licensed to practice in the province of Alberta, if area of the stage is more than 300 m² 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.
3. **Flame Resistance Certificates**, fabric material shall meet the requirements of CAN/ULC S109M "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.
4. **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.
5. **Fee**



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Electrical permits

An electrical permit is required for fairs and concessions:

- 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 ground.

Gas permits

- A gas permit is required when a propane container has a capacity of greater than 454 L (400 lbs.) water capacity or when containers are manifold together and the aggregate capacity exceeds 454 L water capacity. For example, when horizontal tanks or "pigs" are connected together, the capacity would be exceeded.
- All gas installations shall comply with the current edition of the Natural Gas and Propane Installation Code (B149.1-10), as well as the Propane Storage and Handling Code (B149.2-10).
- All appliances, accessories and equipment, must be used and installed according to the manufacturer's instructions and B149.2-10.
- 100 lb. propane tanks shall be 3m (9.8 ft) away from appliances (source of ignition).

All permits are to be applied for at the Red Deer County office or online at <http://www.rdcountry.ca/151/Forms>.