

INFORMATION REQUIRED FOR DEVELOPMENT AND BUILDING PERMIT FOR PUBLIC TENT STRUCTURES

Mandatory tent application requirement checklist to erect or build tent structures exceeding 18.6 square metres (200 square feet) and intended for public assembly:

- Complete the application a minimum of 10 business days prior to the event.
- Submit site plan showing:
 - the location on the property and the setback distances from property lines;
 - the distance from the tent to other buildings or tents on the property;
 - stages, bleachers, platforms, ramps, fences, washrooms and location of fire extinguishers.
- Submit drawings outlining the tent's façade and roof, indicating the interior/exterior dimensions and roof height.
- Submit floor plan outlining layout of counters and tables and location of exits, indicating the maximum travel distance from inside the tent.
- Provide confirmation that the tent and any decorative material complies with CAN/ULC S-109M "Standard for Flame Tests of Flame-Resistant Fabrics and Films" or NFPA 701.
- A registered professional engineer licensed to practise in the province of New Brunswick must stamp, sign and date all tent anchorage design drawings for tents 18.6 square metres (200 square feet) or greater or with an occupancy of more than 30 people at one time.
- Provide a letter confirming who is responsible for the snow removal if the tent is erected during winter weather conditions.
- Is liquor being served inside the tent?
 - To determine whether a liquor license would be granted for said property, you may also need to apply for a zoning certificate letter from the Planning and Development Department (\$100 fee);
 - Contact the City of Dieppe Fire Department at 877.7970.
- Are inflatable structures being used?
 - If more than 200 people, back-up power is required.
- Submit plumbing permit application if applicable (a backflow prevention device is required for all concession stands and medical tents containing sinks).

Please complete the information below and submit this form with your permit application to the City of Dieppe Planning and Development Department (877.7855)

Name of event		Date(s) of the event	
Location of event		Hours of operation	
Occupancy (number of people)			
Tent contents			
Type of use inside tent			
Installation date		Removal date	
Event contact person			
Address			
Telephone	Fax	Email	
Liquor license: <input type="radio"/> Yes <input type="radio"/> No		Emergency lighting: <input type="radio"/> Yes <input type="radio"/> No	
		Fire extinguishers: <input type="radio"/> Yes <input type="radio"/> No	

PLEASE NOTE THAT APPLICANTS MUST REVIEW THE FOLLOWING REGULATIONS:

- Contact the City of Dieppe Fire Department at 877.7970 to schedule an inspection prior to the event if tent occupancy will be more than 50 people at one time.
- A plumbing permit is required for all concession stands and medical tents containing sinks. A backflow prevention device must be installed for each sink. The City of Dieppe will not issue building permits without all plumbing permits in place.
- All ramps, stages, bleachers, viewing platforms and walkways, if not constructed on the ground, also require a registered professional engineer licensed to practise in the province of New Brunswick to stamp, sign and date all construction drawings.
- Permit applications may be submitted to the City of Dieppe Planning and Development Department in person at 333 Acadie Avenue, Dieppe, NB, E1A 1G9 or by email at construction@dieppe.ca
- Read the attached Office of the Fire Marshal requirements.