



CITY of CHARLOTTETOWN  
PLANNING DEPARTMENT

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March 12, 2013

**Re: Temporary tents and air supported structures.**

To whom it may concern,

This letter is to notify you that the City of Charlottetown requires a building permit for the erection of temporary tents and air supported structures on properties within the City. We are notifying you of this policy as we are aware that your company is either a provider of rental tents, or is a known user of tents on your property. This policy does not apply to tents under 2000 sq ft (186 sq m) that are not accessible to the public.

Issuance of a temporary tent permit will be subject to the regulations in the Zoning & Development Bylaw, 2010 National Building Code (Section 3.1.6) and National Fire Code of Canada. As well, all tents shall meet the requirements of the National Fire Protection Association (NFPA) 701, "Standard Method of Fire Tests for Flame-Resistant Textiles and Films".

Please ensure the following information is submitted with your application.

- Building permit application form
- Site plan indicating size and location of tent(s), location of property lines and other structures on the property, fenced areas and emergency vehicle access
- When a tent is to be located adjacent to an existing building on the same property, the location of the exits from that building are also to be shown.
- Floor plan of tent(s) showing exits and egress routes which are to be fully maintained at all times while tents are occupied by the public.
- Location of any cooking appliances and/or bulk fuel storage within or around the tent.
- For tents over 2000 sq ft (186 sq m):
  - o the supporting framing structure and anchorage system shall be designed and reviewed by a professional engineer
  - o Occupancy loads of tents and fenced in areas are to be provided
  - o Fire safety plan is to be provided

Applications for Temporary Tent Permits may be made by the event organizers as authorized agents of the property however it is the responsibility of the property owner to ensure that all necessary permits are approved prior to each event.

If you require any further information please do not hesitate to contact me at (902) 628-4108.

Thank you,

Hope Parnham  
Planning & Development Officer