

TENT PERMIT APPLICATION PACKAGE

This envelope includes:

- < Temporary tents and air supported structures application - FD-053
- Policy for tents and air supported structures and other types of membrane structures

Applications may be purchased for \$78.75 at any HRM Customer Service Centre, 8:30 am to 4:30 pm, weekdays by cash, cheque, debit or credit card. Once the application has been completed you must forward it to Fire Prevention with proof of payment and all supporting documentation, as outlined in this document. You can deliver it to our office during regular business hours at 7 Mellor Avenue, Suite 10, fax it to 902-490-5528 or email it to fireprevention@halifax.ca. For questions, please call 902-490-5546. Applications for small events must be submitted at least 5 business days prior to the event, large events must be submitted 10 days prior to the event.

Please ensure the following are RETURNED with your application:

- Receipt as proof of payment to HRM.
- Completed Temporary Tent & Air Supported Structures Application.
- Site plan containing tent size and location to property lines and other structure, cooking appliances, bulk fuel storage and stationary motor vehicles. Also, indicate exit locations from tent.
- Tent plan showing tent size, exit locations and size, location of fire extinguishers, location of emergency lighting and exit signs, size and location of all other related fixtures and furniture within tent.
- Copy of Insurance Certificate (minimum of \$2,000,000, \$5,000,000 for alcohol).

To view this document and frequently asked questions on our web site please visit:
<http://www.halifax.ca/fire/HowtoapplyforaTentAir-SupportedStructurePermit.html>

National Fire Code & National Building Code 2005 Editions Requirements for:

TENTS & AIR SUPPORTED STRUCTURES AND OTHER TYPES OF MEMBRANE STRUCTURES

- I. All tents and air supported structures shall comply with Division B Section 2.9 of the National Fire Code of Canada 2005 and Division B Section 3.1.6 of the National Building Code of Canada 2005 in their entirety.



- II. Tent permits shall be applied for through the Fire Prevention Division, 7 Mellor Avenue, Suite 10 Dartmouth, Nova Scotia.
 - A. A complete set of plans is to be submitted for approval. This site plan will include measurements of the tent or air supported structure. Include distances to any other buildings or property lines and storage tanks of any type, location of exits, equipment, and outside open flame devices. The expected occupant load should also be stated on the site plan. **For large events such as Tall Ships, Buskers, concerts, etc, 10 business days are needed to review and approve the applications. For a small event of 200 people or less, 5 business days will be required to review and approve the application.**
 - B. Only approved equipment shall be permitted on site. Unapproved equipment shall be removed at the discretion of the Fire Prevention Officer assigned.
- III. Tents and materials used for coverings shall meet the requirements of the National Fire Protection Association Standard #701, "Standard Method of Fire Tests for Flame-Resistant Textiles and Films" or CAN/ULC-S109-M Standard for Flame Test of Flame-Resistant Fabrics and Films. Documentation shall be submitted verifying the tent to be used meets with at least one of these standards. CPAI-84, 1980 is not a recognized standard and therefore all tents and structures treated to this standard will not be accepted. Also, any flame retardant coatings applied using an aerosol spray is not an accepted standard.
- IV. Smoking is not permitted in a tent or air supported structure while occupied by the public. **'NO SMOKING'** signs shall be posted.
- V. Open flame devices (Propane/Sterno, etc.) shall not be permitted in a tent or air supported structure while it is occupied by the public. All propane equipment and appliances shall be approved for use in Canada and installed and maintained according to plans submitted by the installer to the Department of Labour and Advanced Education, Chief Inspector, Fuel Safety.
- VI. Approved open flame cooking equipment shall be:
 - A. Located at least 1.5 meters from any tent or air supported structure while it is occupied by the public.



- B. Approved electrical cooking equipment is permitted in a tent or air supported structure providing it does not create a hazard.
- VII. Any electrical equipment or appliance used for food preparation producing grease laden vapors shall be protected in accordance with National Fire Protection Association Standard #96, Ventilation Control and Fire Protection of Commercial Cooking Operations. This shall include installation of and exhaust hood, extraction system and fixed pipe extinguishing system. Cooking equipment not meeting National Fire Protection Association Standard #96 shall be located outside at least 1.5 meters from any tent or air supported structure.
- VIII. Portable fire extinguishers, minimum of one (1) 5 lb multipurpose ABC type, shall be mounted in a visible and accessible location at each exit. Additional fire extinguishers may be required depending on the size of the tent or air supported structure and the equipment to be used.
- IX. All exits and access to exits shall be fully maintained at all times while tents are occupied by the public. Means of egress shall be installed in accordance with the National Building Code of Canada 2005.
- A. One exit at or under 150m² or 15 meters or less travel distance to exit.
 - B. Two exits over 150m² or over 15 meters or more travel distance to exit.
 - C. Three or more exits as per Section 3.4 of the National Building Code of Canada 2005.
- X. All electrical equipment and wiring shall be in a safe condition and meet the Canadian Electrical Code. All electrical equipment shall be listed (Canadian Standards Association, Underwriter Laboratory of Canada or another recognized certification label approved for use in Canada). National Fire Code 2005 Division B Section 2.9 Sentence 2.9.3.1 Articles 1, 2, 3, 4.
1. The electrical system in a tent or air supported structure shall be maintained and operated in a safe manner.
 2. Portable electrical equipment shall be inspected for fire hazards and defects shall be corrected before a tent or air supported structure is occupied by the public.
 3. The electrical system and equipment in a tent or air supported structure, including electrical fuses and switches, shall be inaccessible to the public.
 4. Cables on the ground in areas used by the public in a tent or air supported structure



shall be placed in trenches or protected by covers to prevent damage from traffic.

* HRM Special Events Electrical Installation form is included in the application package, for those events not requiring a Nova Scotia Power permit. This form is to be filled out by a certified electrician. A copy is to be made available during the site inspection.

- XI. If interior lighting is installed, emergency lighting shall be installed.
- XII. Storage of combustible or flammable materials shall not create a fire hazard.
- XIII. Occupant loads over 1000 persons:
 - A. A Fire Safety Plan shall be submitted.
 - B. An acceptable Fire Alarm and Emergency Communications System shall be provided or alternative means acceptable to the Halifax Regional Fire and Emergency shall be provided.
 - C. NFC 2005 Division B Section 2.9.3.4 Fire Watch - AA person shall be employed to watch for fires in tents and air-supported structures occupied by the public where the facilities are designed to accommodate more than 1000 persons.®
 - D. All staff shall be familiar with the Fire Safety Plan and the condition of exits and fire watch staff shall patrol the area to ensure means of egress are kept clear and that all regulations are being enforced.
- XIV. It is the responsibility of the vendors and event organizers to ensure that all requirements of the Provincial Acts and Municipal By-Laws are maintained throughout the event.

