



CITY OF
FORT SASKATCHEWAN

TEMPORARY TENT

Permit Application Checklist

When you apply for your permit for a temporary tent, you ensure that the tent you plan to set-up meets all applicable regulations and is safe for its intended occupants. When you submit the following, you will avoid any processing delays:

- Development Permit Application Form (Attached)**
A development permit is only required if the temporary tent will be erected for **more than 24 hours or more than 5 days in Residential**. If your tent will be erected for less, you do not have to fill out this form.
- Building Permit Application Form (Attached)**
A building permit ensures that the tent complies to the applicable regulations in the Alberta Building Code. Application forms are to be submitted with the applicable fees.
- Fire Safety Plan (Attached)**
- One (1) Site Plan**
A complete site plan will show the dimensions of the proposed Temporary Tent and the distances from the tent to property lines and any other structure on the property. The most reliable site plan would be to use a copy of your most recent Real Property Report and sketch on the proposed location of the tent.
- One (1) copy of Interior Layout/Floor Plan of Tent**
The floor plan should clearly identify if there are any commercial cooking facilities and show the location of portable fire extinguishers and the locations and width of egress facilities (doors, open tent flaps).
- Flame Resistant Fabric Documentation**
Provide proof that the fabric of the tent is a flame resistant fabric that is tested to conform to CAN/ULC-S109 'Flame Tests of Flame-Resistant Fabrics and Films.'
- Specifications (if applicable)**
Provide elevations and anchor load guide if available.

Advisements:

- If the building or lot in which the work will be done has a Condo Board, a letter of authorization is to be submitted.
- *Please ensure that you either call Alberta One Call at 1 800 242 3447 to locate any buried utilities on your property. If there are overhead power lines located on or adjacent to this property please also contact Fortis Alberta regarding your proposed development before submitting this application.*

If you have any question regarding the application process or completing the forms please contact Planning & Development Services at 780 992 6198 or fortplanning@fortsask.ca. If you have questions regarding the building permit process or the Alberta Building Code regulations, please contact the Building Inspector at 780 997 6690.

Incomplete submissions will not be processed

Signature

Date



CITY OF
FORT SASKATCHEWAN

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Planning & Development, 10005 102 Street
Fort Saskatchewan, AB T8L 2C5
780.992.6198 fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: PL _____ Land Use District: _____
Lot: _____ Block: _____ Plan: _____ Tax Roll: _____

Please Print All Information Clearly - All Fields Required

Project Address

Street Address: _____

Applicant and Property Owner Information

Applicant's Name: _____ Phone: _____
Address: _____ City: _____
Postal Code: _____ Email: _____
Contact Name: _____
 I consent to receive notification of my development permit approval at the email provided above.

Applicant is the Owner: Written Consent of Owner Required
Fill out only if different from Applicant:
Property Owner's Name: _____ Phone: _____
Address: _____ City: _____
Postal Code: _____ Email: _____

Proposed Development (Check Applicable Boxes)

Description of Work: _____

CONSTRUCTION VALUE: \$ _____

New Construction:

Single-Detached Semi-Detached
 Multi-Attached No. Of Units: _____
 Attached Garage Detached Garage
 Parking Pad
 Raised Deck Covered? Yes No
 Show Home
 Variance: _____

Existing Residential:

Raised Deck Covered? Yes No
 Addition
 Demolition
 Accessory Building (ie. Garage, Shed, Gazebo)
 Additional Suite (ie. Secondary, Garden, Garage)
 Show Home
 Second Access
 In-Ground Swimming Pool
 Other: _____

Signature of Applicant

Date of Application

Signature of Owner (if not the applicant)

Date

IMPORTANT NOTICE: This Application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit. If a decision has not been issued within 40 days of the date of this Application being deemed complete, the applicant may file an appeal to the Subdivision and Development Appeal Board (SDAB).

OFFICE USE ONLY

Date Received: _____

Dated Complete: _____

Base Fee: _____

Variance Fee: _____

Lot Grading Program: _____

Temporary Tent Building Permit Information Sheet

When a permit is NOT required

- A permit is NOT required if the temporary tent's value is less than \$5,000.00 and is erected on a residential property for a residential purpose.
- A permit is NOT required if the tent will only be erected for a 24 hr period.

Placement of the Temporary Tent

- Temporary tents shall be placed so there is area of not less than 10' that has been cleared of all flammable material vegetation that could spread fire on all side of the tent. The interior of the structure shall be cleared of all flammable material vegetation that could spread fire.
- Temporary tent shall be placed so there is not less than 10' from another buildings on the same property and property lines.
- Temporary tents need to be place to have sufficient distance as to allow it to use as a means of emergency egress.

Temporary Tent Structure

- Temporary tent fabric shall meet CAN/ULC-S109 "Flame Tests of Flame-Resistance Fabric & Films" standards.
- Temporary tents shall be pre-engineered and provide manufacturers installation instructions.



CITY OF
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BUILDING PERMIT APPLICATION

Planning & Development, 10005 102 Street

Fort Saskatchewan, AB T8L 2C5

780.992.6198 fortplanning@fortsask.ca **Inspections: 780.992.6207**

OFFICE USE ONLY

Application Number: PR _____ **Permit Number: B-** _____
 Development Permit: _____
 Lot: _____ Block: _____ Plan: _____ Tax Roll: _____
 Long Legal Description: _____

Please Print All Information Clearly - All Fields Required

Project Address

Street Address: _____

Applicant and Property Owner Information

Applicant's Name: _____ Phone: _____
 Address: _____ City: _____
 Postal Code: _____ Email: _____
 Contact Name: _____
 Designer/Architect (if app.): _____ Phone: _____

Applicant is the Owner:
Fill out only if different from Applicant:
 Property Owner's Name: _____ Phone: _____
 Address: _____ City: _____
 Postal Code: _____ Email: _____
 Contact Name: _____

Project Information

Description of Work: _____
CONSTRUCTION VALUE: \$ _____

<i>Use of Occupancy:</i>		<i>Type of Work:</i>	
<input type="checkbox"/> Single-Detached	<input type="checkbox"/> Commercial	<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration
<input type="checkbox"/> Semi-Detached	<input type="checkbox"/> Industrial	<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition
<input type="checkbox"/> Multi-Attached	<input type="checkbox"/> Institutional	<input type="checkbox"/> Site Office/Trailer (Temporary)	
<i>No. Of Units:</i> _____	<input type="checkbox"/> High Density Residential		

I (am) (represent) * the owner of the land and (will be) (represent) * the owner of the building for which I am submitting this permit application. I have read and understand the statements printed on the reverse side of this form. I agree to conform to all applicable laws in this jurisdiction.

Signature: _____

Date: _____

Work Area

Finished Area (SQ. FT):

Main: _____ SF
 Second Floor: _____ SF
 Basement: _____ SF
 Garage: _____ SF
TOTAL SQ FT: _____ SF

OFFICE USE ONLY

Base Fee: _____	Plans Reviewed: _____
SCC (\$4.50 or 4%): _____	Permit # Issued: _____
Fire Plan (8%): _____	Issued By: _____
TOTAL: _____	Designation No.: _____
	Date: _____
	Comments: _____

Paid By: Cash / Cheque / Visa / MC / Debit

Construction work related to this permit shall not commence until permit approval has been issued. Conditions attached if applicable.



CITY OF
FORT SASKATCHEWAN

- 1) ISSUANCE OF A PERMIT AND THE EXAMINATION OF PLANS AND SPECIFICATION SHALL NOT BE CONSTRUED TO BE AUTHORITY TO VIOLATE ANY OF THE PROVISIONS OF THE SAFETY CODES ACT OR PURSUANT REGULATIONS.
- 2) A BUILDING SAFETY OFFICER IS PROHIBITED FROM ISSUING A PERMIT TO AN APPLICANT IF THE APPROPRIATE ARCHITECTS AND/OR PROFESSIONAL ENGINEER'S SEALS OR STAMPS ARE NOT ON THE PLANS AND SPECIFICATIONS IF REQUIRED.
- 3) THE OWNER OF THE BUILDING IS FULLY RESPONSIBLE FOR CARRYING OUT THE WORK OR HAVING THE WORK CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE SAFETY CODES ACT AND PURSUANT REGULATIONS.
- 4) THIS PERMIT APPLICATION IS NOT FOR ZONING/DEVELOPMENT, GAS, PLUMBING OR ELECTRICAL WORK. PERMITS FOR SUCH WORK MUST BE OBTAINED SEPARATELY.
- 5) BEFORE ANY EXCAVATION OR CONSTRUCTION IS STARTED, THE FOLLOWING SHOULD BE CHECKED:
 - A) UTILITIES - LOCATION, HEIGHT, OR DEPTH, AND PROTECTION FROM DAMAGE OR ALL UTILITIES. I.E. SEWERS, WATER, POWER, GAS, TELEPHONE, ETC.
 - B) LEVELS - RESPECTING PROPOSED ELEVATIONS OF FINISHED LANES, STREETS OR AVENUE, SANITARY OR STORM SEWER CONNECTIONS.
- 6) REVIEWED DRAWINGS AND SPECIFICATIONS SHALL BE KEPT ON THE BUILDING SITE AT ALL TIMES DURING WHICH THE WORK AUTHORIZED BY THE PERMIT IS IN PROGRESS, AND SHALL BE AVAILABLE FOR INSPECTION BY A BUILDING SAFETY OFFICER.
- 7) A BUILDING SAFETY OFFICER MAY SUSPEND OR REVOKE A PERMIT ISSUED IN ERROR OR ISSUED ON THE BASIS OF INCORRECT INFORMATION OR IF THERE IS A CONTRAVENTION OF ANY CONDITIONS UNDER WHICH THE PERMIT WAS ISSUED OR THE PERMIT FEES HAVE NOT BEEN PAID.
- 8) ISSUANCE OF A PERMIT BASED UPON PLANS AND SPECIFICATIONS SHALL NOT PREVENT A BUILDING SAFETY CODES OFFICER FROM ISSUING ORDERS UNDER THE SAFETY CODES ACT.
- 9) ISSUANCE OF A PERMIT SHALL NOT PREVENT A BUILDING SAFETY CODES OFFICER FROM STOPPING CONSTRUCTION OPERATIONS THAT ARE IN VIOLATION OF THE SAFETY CODES ACT OR PURSUANT REGULATIONS.
- 10) EVERY PERMIT SHALL AUTOMATICALLY EXPIRE BY LIMITATION AND BECOME NULL AND VOID IF THE WORK AUTHORIZED BY THE PERMIT IS NOT COMMENCED WITHIN 90 DAYS FROM THE DATE OF ISSUE, OR IF THE BUILDING AUTHORIZED BY THE PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER THE WORK IS COMMENCED. BEFORE WORK CAN BE STARTED AGAIN, A NEW PERMIT SHALL BE OBTAINED OR ON RECEIPT OF A WRITTEN APPLICATION, A SAFETY CODES OFFICER FROM THE AGENCY, MAY IN WRITING, EXTEND A PERMIT FOR A LIMITED PERIOD OF TIME IF THE PERMIT HAS "NOT EXPIRED" (ONE YEAR FROM DATE OF ISSUANCE) WHEN THE APPLICATION FOR EXTENSION IS MADE.
- 11) EXCEPTIONS MAY BE MADE, AT THE DISCRETION OF A BUILDING SAFETY OFFICER IN CASES OF SUMMER OR RECREATIONAL HOMES OR UNDER UNAVOIDABLE CIRCUMSTANCES.
- 12) THE APPLICANT GRANTS PERMISSION FOR NECESSARY INSPECTIONS TO BE CONDUCTED WITH THE SIGNING OF THIS APPLICATION.
- 13) AN ORDER OF A BUILDING SAFETY OFFICER MAY BE APPEALED TO THE SAFETY CODES COUNCIL. FOR FURTHER INFORMATION, CONTACT ANY BUILDING SAFETY CODES OFFICER AT THE CITY OF FORT SASKATCHEWAN AT 780.992.6248.
- 14) SHOULD A PERMIT BE CANCELLED, THE HOLDER OF THE PERMIT MUST SUBMIT A WRITTEN REQUEST TO THE CITY OF FORT SASKATCHEWAN. THE CITY OF FORT SASKATCHEWAN WILL REFUND AS FOLLOWS:
 - i) TO THE PERMIT HOLDER, IF THERE HAS NOT BEEN AN INSPECTION – HOLDBACK OF 50% OR \$60.00 – WHICHEVER IS GREATER. SAFETY CODES FEE AND CONSTRUCTION FIRE SAFETY PLAN ARE NOT REFUNDABLE.
 - ii) TO THE PERMIT HOLDER, IF THERE HAS BEEN AN INSPECTION HELD – NO REFUND.
- 15) FULL AND SAFE ACCESS TO THE SITE AND BUILDING MUST BE PROVIDED AND MAINTAINED.
- 16) RE-INSPECTIONS DUE TO NO ACCESS, THE PROJECT NOT BEING READY FOR INSPECTION OR DEFICIENCIES ARE SUBJECT TO RE-INSPECTION FEES (AS DETERMINED BY THE FEES AND CHARGES BYLAW) AND MUST BE PAID BEFORE THE NEXT INSPECTION IS SCHEDULED.



Fire Safety Codes Officer Review

Post plan with a copy of the approval letter issued by the Safety Codes Officer

City of Fort Saskatchewan Fire Department

Return Fire Plan to: The Planning and Development Department

Small Buildings

**CONSTRUCTION, DEMOLITION AND/OR RENOVATION SITE
EVACUATION PLAN**

Post on Construction Site

Estimated Start and End Date: _____

Job Type: Construction (new / addition) Demolition Renovation

Job Description: _____

Civic Address: _____

Legal Land Description:

Plan _____ Block _____ Lot _____

Applicant Name: _____

Applicant phone number: _____

Applicant email address: _____

Emergency Contact person/phone number: _____

Muster Point: _____

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per National Fire Code - Alberta Edition 2019 Sentence 5.6.1.2.

*Adjacent Property Protection product used: _____

(eg. exterior fire retardant sheeting, fire retardant tarps.)

*Not applicable to internal residential renovations

NOTE: This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used in relation to this Construction, Demolition and/or Renovation Site Evacuation Plan to process the Application and may be used to provide statistical data. It will be treated in accordance with the privacy protection provisions of Part 2 of the FOIPPA Act. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6580.

FIRE EMERGENCY

Upon Discovery of Fire:

- Leave fire area immediately.
- Close all doors behind you turn off equipment if safe to do so.
- Notify occupants verbally or sound horn or activate fire alarm system.
- Call the Fire Department **9-1-1** (from a safe location).
- Use nearest exit, do not use man lifts or elevators.
- Try to extinguish a very small fire only
- Go to mustering point, stay there until instructed to do otherwise
- A supervisor must await the arrival of the Fire Department at the main access point.

Upon Hearing of a Fire Condition:

- Turn off equipment.
- Use nearest exit, do not use man lifts.
- Close doors behind you where practical.
- Go to mustering point, be accounted for
- Do not leave the mustering point until instructed to do so.
- Designates must account for all people expected to be on site.

Emergency Numbers Fire, Ambulance, RCMP 9-1-1

POWER (Fortis): 780-310-9473

WATER: 780-992-6248 (Mon–Fri 8am to 4:30pm)
780-439-7574 (After Hours)

GAS (ATCO): 780-420-5585

CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed mainly at contractors managing smaller work sites. Most issues at construction sites can be dealt with using simple precautions.

Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window. The address must be in conformance with City of Fort Saskatchewan Bylaw #C1-21 and visible from the access lane.

Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.

Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.

Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.

Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.

Outdoor Refuse Containers shall be kept at least 3 meters from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste material at construction sites is **NOT PERMITTED**.

Hot works shall be performed only by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least one 4-A:40-B:C portable extinguisher and a pail of water shall be provided in the hot work area.

If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911. Provide the operator with a street address and a description of the emergency.**

For further information call: 780 998-4858

I have read and understand the requirements of the fire plan,

Name (print): _____ **Signature:** _____ **Date:** _____