



APPLICANT: _____ Email: _____

REQUIRED INFORMATION FOR BUILDING APPLICATIONS

APPLICATION CHECKLIST FOR TENTS

This Application Checklist must be completed and submitted with your Building Permit application. Providing all required information is essential for a thorough review and timely decision.

To ensure an efficient evaluation process, staff will only accept complete applications, which must include:

- All required submission materials specified for the application,
- Clear, legible, and accurate documents prepared according to professional drafting standards,
- Each submitted document featuring a title block that includes the project name, legal and municipal address, as well as the designer's name and contact phone number.

If staff determine that any of these requirements have not been met, the application will be deemed incomplete and will not be reviewed until all criteria are satisfied.

All boxes shall be "CHECKED" and information indicated attached to the application.

OFFICE ✓	CLIENT ✓	APPLICATION SUBMISSION REQUIREMENTS	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	1. Site Plan: shall be drawn to scale and shall be provide the following information: Standard Information: shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document. Information on the Site Plan: Location and dimensions of all existing structures and the proposed new Tent/s.	
<input type="checkbox"/>	<input type="checkbox"/>	2. Details of Tent/s: Complete structural details of the proposed Tent/s signed, stamped, and dated by an Engineer licensed to practice in Alberta. The details must include maximum allowable wind speeds, anchor, and tie strap details. Anchorage designs that deviate from the tent manufacturers engineer stamped drawings shall be reviewed and approved in situ by a registered professional engineer or be subject to a pull-out test.	
<input type="checkbox"/>	<input type="checkbox"/>	3. Flame rating and Certification: Copy of the test certification of the tent fabric.	
<input type="checkbox"/>	<input type="checkbox"/>	4. Wind Speed Monitoring: The name and telephone number of the person/s responsible for monitoring the wind speeds and calling for evacuation of the tent if the wind speed exceeds the allowed wind speed limits.	
<input type="checkbox"/>	<input type="checkbox"/>	5. Applicable Fees: Building Permit fees shall be made payable to the Regional Municipality of Wood Buffalo.	

You will receive email notification upon issuance of Permit. Conditions will be attached to the Permit. Work is required to comply with all the conditions attached to the permit. It is imperative that the applicant carefully read and understand all the Permit conditions.

The personal information collected is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the Act. It will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.