

**TEMPORARY TENTS**  
**INFORMATION & CHECK SHEET**

**1) A Temporary (or Seasonal) Tent requires a Temporary Placement Permit from the Eastern Interlake Planning District (EIPD) when any of the following occurs on Public Property or at a Commercial Establishment:**

- Will be up longer than 6 weeks duration;
- Is intended to hold more than 60 people;
- Is more than 1,000 sq. ft in size;
- Requires a permit from LGA of Manitoba

**2) In order to apply for a Temporary Placement Permit, the following information must be provided:**

- Copy of documentation that the tent is an engineered structure
- Copy of verification of flame spread rating, per CAN/ULC S109
- Detailed site plan showing:
  - I. Location of tent with distances (in feet) to property lines and other structures
  - II. Size of tent
  - III. Location of exits in tent
  - IV. Openings (i.e. doors and windows) in existing building(s) in relation to the tent
- Fire Safety Inspection (performed by EIPD inspector)
- Emergency Lighting
- Fire extinguishers at each exit
- Greater than 150 capacity, requires exit signage
- Washroom facilities (including portable toilets) are required according to NBC Table 3.7.2.2.A.
- A copy of Permit required for LGA of Manitoba Licensed Tents

**3) Inspections:**

- A final inspection, PRIOR TO OCCUPANCY, is required
- The tent and amenities (i.e. tables, chairs, bar, etc.) must be completely assembled for the inspection
- Only if the final inspection passes will an occupancy permit be issued, thus your right to open the tent to the public

***Per Section 2.9.3.3. of the Manitoba Fire Code, “smoking and open flame devices shall not be permitted in a tent or air-supported structure while it is occupied by the public”.***