



To: Safety Codes Coordinator
Engineering & Operations
Asset Management & Operations

From: _____

Email: _____

Please Note:

- * Four (4) weeks' notice must be provided from date of this application submitted and date of event.
- * A plan review will be provided to the applicant within ten days, approving event as submitted or issued showing changes that must be made prior to the event.
- * Inspectors are to be booked by the applicant with The Inspections Group Inc. (780-454-5048) to conduct inspections of the site before it is opened to the public.
- * A Fire Safety Plan is required for the applicant. Please read and return a signed copy of the Fire Safety Plan to The Inspections Group Inc.

**Complete this Building Permit Application and submit via email to: safety.codes@ualberta.ca
A new Safety Codes C-Number will be emailed to the applicant (Event Applicant):**

Name of event:		
Applicant's Contact Information:	Name:	Phone:
	Email:	
Date of Event and Duration:	Date:	Duration:
Set Up Date and Time:	Start Date:	End Date:
	Start Time:	End Time:
Number of tents for event and sizes of each tent:	Number:	Sizes:
Provide location plan of tent/s on a PDF sketch showing: dimensions & spacing of tents	<input type="checkbox"/> PDF attached	
Provide floor plan of tent on PDF sketch showing: furniture layout, exits and fire extinguishers	<input type="checkbox"/> PDF attached	
Will temporary power be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If not UofA Electrical Trades, please provide the name of the company and contact information:	
Will temporary heating be	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please note: All events that involve professional consultants are required to provide a full set of sketches. Permits for events cannot be issued until a Plan Review has been issued.

required?	If yes, provide the name of the company contact info:	
Will cooking take place? NOTE: No cooking is permitted inside tents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, show location of cooking area on sketch <input type="checkbox"/> PDF attached	
Will there be fencing installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, state the location, material of fence, height of fence and show exit locations on sketch <input type="checkbox"/> PDF attached	
Provide sketches with dimensions if applicable - please attach pdf's to email		

Brief description of the Event:

Please note: All events that involve professional consultants are required to provide a full set of sketches. Permits for events cannot be issued until a Plan Review has been issued.