

## CHECKLIST FOR TENTS, PLATFORMS, AND AMUSEMENT DEVICES PERMIT APPLICATIONS

\* - indicates a required field.

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<b>* POLICY NAME:</b>	Permit Requirements for Tents, Stages, Amusement Devices, and other Temporary Structures
<b>* POLICY TYPE:</b>	Presidential Policy - University Administrative Policy
<b>POLICY #:</b>	E.1.4.
<b>*STATUS:</b>	Active
<b>*CONTACT OFFICE:</b>	Facilities Services
<b>*OVERSIGHT EXECUTIVE:</b>	Associate Vice President for Facilities Services
<b>*APPLIES TO:</b>	All UMW Campuses (Fredericksburg, Stafford, and Dahlgren) and Properties (James Monroe Museum and Memorial Library; Gari Melcher's Museum, etc...)
<b>*PURPOSE:</b>	To establish procedures to obtain temporary permits for tents, platforms and other temporary structures.
<b>DEFINITIONS:</b>	<ul style="list-style-type: none"> <li>• <b>Amusement device.</b> A device or structure open to the public by which persons are conveyed or moved in an unusual manner for diversion or passenger tramways.</li> <li>• <b>Platform.</b> A raised area used for worship, the presentation of music, plays or other entertainment; the head table for special guests; the raised area for lecturers and speakers; boxing and wrestling rings; theater-in-the-round stages; and similar purposes wherein there are no overhead hanging curtains, drops, scenery or stage effects other than lighting and sound.</li> <li>• <b>Stage.</b> Only applicable within a building.</li> <li>• <b>Private inspector.</b> A person performing inspections who is independent of the company, individual or organization owning, operating or having any vested interest in an amusement device being inspected.</li> <li>• <b>Temporary structure.</b> Those structures erected for a period of less than 180 days.</li> <li>• <b>Tent.</b> Any structure, enclosure or shelter with or without sidewalls or drops that is constructed of canvas or pliable material supported in any manner except by air or the contents it protects.</li> <li>• <b>User.</b> Faculty or staff person, department, or office responsible for permitted tent or platform.</li> <li>• <b>Vendor.</b> Individual or contractor responsible for supplying and erecting permitted tent, platform, or amusement device.</li> </ul>
<b>*POLICY STATEMENT:</b>	A permit and/or inspection are required for all subject temporary structures erected on the property of the University of Mary Washington. As these and similar structures present a very high potential for accidents and injuries in the case of fire or collapse; the Virginia Uniform Statewide Building Code (VUSBC)

	<p>the Virginia Statewide Fire Prevention Code (VSFPC), and the Virginia Amusement Device Regulations (VADR) require permits be issued for tents, platforms, amusement devices, and other temporary structures. These permits must be submitted to the Division of Engineering &amp; Buildings (DEB), serving as the state Building Official. Requests for permits should be submitted to Facilities Services. For more information regarding permitting requirements, please contact Bruce Blair at (540) 654-2098.</p>
<p><b>PROCEDURES:</b></p>	
<p>* General Procedures for Implementation:</p>	<p><b>Required Permits</b></p> <ul style="list-style-type: none"> <li>• Permits are required for structures having an area in excess of 120 square feet, which are used or intended to be used for the gathering of 10 or more persons per VUSBC 3103.1.1. Exceptions include fabric tents open on all sides which comply with <u>all</u> of the following:             <ul style="list-style-type: none"> <li>○ Individual tents having a maximum size of 700 square feet.</li> <li>○ The aggregate area of multiple tents placed side by side without a firebreak clearance of 12 feet, not exceeding 700 square feet total.</li> <li>○ A minimum clearance of 12 feet to all structures and other tents.</li> </ul> </li> <li>• Permits are required for platforms. Exceptions include:             <ul style="list-style-type: none"> <li>○ Platforms for performance sets that are owned and erected (not rented locally) by contract performance groups (e.g. Private Bands and Theater Groups), that are exclusively for the use of the contract performance group and from which the public are excluded, are considered equipment of the performing group; therefore, such stages / equipment do not require a permit.</li> <li>○ Platforms that are not greater than 4 inches in height.</li> </ul> </li> <li>• Permits are required for all amusement devices unless specifically excluded by code.</li> <li>• There will be a fee required to reimburse DEB for tent/platform/amusement device permits.</li> <li>• <b>A Life Safety Inspection by the Office of Emergency Management and Safety is required for all tents, platforms, and other temporary structures regardless of whether a permit was required! Amusement devices will require an additional inspection by a licensed independent inspector at the cost of the requesting department.</b></li> </ul> <p><b>Application:</b></p> <ul style="list-style-type: none"> <li>• Submit an application with the following information <b>at least 15 working days prior to the event</b> to allow sufficient time to process an application package:             <ul style="list-style-type: none"> <li>○ Applicant/user name, phone, and email information.</li> <li>○ Name of the event with dates and times</li> <li>○ Site plan indicating location of event including tents, platforms, and amusement devices, as applicable. Site plan should indicate distances to nearest building(s).</li> <li>○ For tents –</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Include floor plan indicating the furnishing layout such as platforms, tables, chairs, food service, egress aisles and exits.</li> <li>▪ Tent/platform vendor contact information.</li> <li>▪ Tent certificate of flame resistance conforming to NFPA 701. All tents must have the certification of flame resistance affixed to each separate tent panel.</li> <li>▪ Method of tent anchorage.</li> <li>▪ Product catalog data for the tent/platform indicating the overall size of tent/platform.</li> <li>▪ Dimensions and load capacity.</li> <li>▪ Electrical Power Requirements (if applicable), including: total number and location of 120 volt, 20 amp outlets needed as well as voltage, amperage, and location of any special outlets.</li> <li>○ For platforms – <ul style="list-style-type: none"> <li>▪ Vendor name or owner</li> <li>▪ Size of platform (L,W, H)</li> <li>▪ Floor live load (lbs/sf)</li> <li>▪ Who will assemble platform</li> <li>▪ Manufacturer’s erection manual</li> </ul> </li> <li>○ Amusement Devices – <ul style="list-style-type: none"> <li>▪ Name and description of ride or amusement device</li> <li>▪ Name of vendor or owner</li> <li>▪ Required proof of insurance</li> <li>▪ Serial number</li> <li>▪ Dimensions</li> <li>▪ Operator’s manual</li> </ul> </li> <li>• A checklist is included as an attachment to assist in the preparation of the application and inspection of temporary structures.</li> <li>• Please provide your department’s FOAP to reimburse DEB for the cost of permit review; typically \$100 per permit.</li> <li>• For further assistance in preparing a permit application package, please contact Bruce Blair, Facilities Services, at (540) 654-2098.</li> <li>• Please note that <b>incomplete or partial applications cannot be submitted to DEB for processing.</b></li> </ul> <p><b>Permit Process:</b></p> <ul style="list-style-type: none"> <li>• The application package must be submitted to the State Building Official, DEB, at least 10 days prior to the event so that the necessary paperwork can be reviewed and a permit issued in time for the event.</li> <li>• The State Fire Marshal’s Office (SFMO) will also be notified when an application is submitted to DEB and provided a copy of the permit once issued.</li> <li>• A Building Permit for Temporary Structure, Form CO-17TMP, will be issued to the applicant and the tent, platform or amusement device may be erected. A copy of the Building Permit will be forwarded to the Office of <b>Emergency Management and Safety (OEMS)</b> for inspection of the temporary structure.</li> <li>• When requested, an <b>ANNUAL PERMIT</b> for temporary structure configurations used repeatedly throughout the fiscal year may be</li> </ul>
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	<p>issued to avoid the need for a separate application and permit for each use. The user must notify OEMS each time the Annual Permit is used.</p> <p><b>Inspection:</b></p> <ul style="list-style-type: none"> <li>• <b>Once the temporary structure is erected, the User should contact OEMS for coordination of inspections. For amusement devices, the User should coordinate directly with the Private Inspector and insure a copy of the report is submitted to Facilities Services and the OEMS after the inspection.</b></li> <li>• The SFMO may also inspect the temporary structure at any time for conformance to the applicable codes and permit conditions.</li> <li>• <b>All temporary structures (tents, stages, etc...) regardless of size, occupancy, or location, must be inspected for LIFE SAFETY.</b></li> </ul> <p><b>User Obligations:</b></p> <ul style="list-style-type: none"> <li>• Insure that all tents have a Certificate of Flame Resistance conforming to NFPA 701 affixed to each separate panel of the tent.</li> <li>• Comply with Permit Special Conditions and Stipulations.</li> <li>• Prohibit smoking and the use of open flame producing devices within 20 feet of the tent.</li> <li>• Provide and maintain adequate clear paths for egress.</li> <li>• Provide and maintain required number of self-illuminated exit signs.</li> <li>• Provide and maintain required barriers, guards and safety appurtenances.</li> <li>• Tents shall not be occupied in the event of winds exceeding 40 mph are predicted in the vicinity of the tent location.</li> <li>• Tents shall be struck when advised by the Manufacturer's Operations Manual.</li> </ul>
<p>* Process for Developing, Approving, and Amending Procedures:</p>	<p>This policy will be reviewed annually with the Office of Emergency Management and Safety and revised accordingly with changes to the Virginia Uniform State Building Code, typically updated every three years.</p>
<p>* Publication and Communication:</p>	<p>This policy will be posted on the Facilities Services website.</p>
<p>* Compliance Monitoring and Reporting: <i>(How is compliance with the policy monitored and reported?)</i></p>	<p>Facilities Services and the Office of Emergency Management and Safety will be responsible for monitoring compliance with this policy primarily through observation and inspection of facilities.</p>
<p><b>RELATED INFORMATION:</b></p>	

Policy Background:	
* Policy Category:	Administration and Finance
Category Cross Reference:	
Related Policies:	
<b>HISTORY:</b>	
* Origination Date:	11/25/2017
* Approved by:	President's Cabinet
* Approval Date:	10/14/2020
* Effective Date:	10/14/2020
* Review Process: <i>(How is this policy reviewed to ensure that it is effective? By whom? How often?)</i>	This policy will be reviewed annually with the Office of Emergency Management and Safety and revised accordingly with changes to the Virginia Uniform State Building Code, typically updated every three years.
* Next Scheduled Review:	10/1/2021
Revision History:	October 14, 2020: Revised, Capital Outlay Program Director; updated names of offices including DEB and OEMS and language regarding tents and high winds, including limits on occupancy and the need to be struck in the event of high winds; no significant changes in permit procedures.

## CHECKLIST FOR TENTS, PLATFORMS, AND AMUSEMENT DEVICES

### **TENT**

#### **Site Plan**

Indicate property lines, roads, sidewalks, grades greater than 5%, distance to adjacent buildings or structures, and handicapped accessible route to the public way.

#### **Location**

Show the location of the tent on the Site Plan and indicate the distances to the nearest buildings on the Permit Application. Tents proposed to be located closer to existing buildings than allowed by the USBC will require special evaluation and may require special conditions if allowed to be erected. Erection of a tent in proximity to a building shall be done in a manner which will not decrease the safety of the building occupants while providing required safety for the occupants of the Tent.

#### **Floor Plan**

Indicate means of egress, aisles, exits, furnishings, and equipment. Provide a description of the function or activity to take place. Indicate the proposed Maximum Occupant Load.

#### **Other Construction**

Indicate the method of tie-down / anchorage for tents including the proposed wind and live loads. (See Special Conditions below.) Indicate means of egress lighting and power for tents that are proposed to be used at night. Indicate the method of ventilation when tent sidewalls are closed, or when tents are proposed to be conditioned.

#### **Certificate of Flame Resistance**

Provide Certificate of Flame Resistance to include tent serial numbers and descriptions (size, color, etc.) so that the tent certificates and tents can be clearly matched up on a one to one correspondence. Open flames, space heaters, or food cooking / heating devices (except with approved electrical appliances and approved power supply) are NOT permitted under and within 20 feet of a tent.

#### **Inspection**

The Office of Emergency Management and Safety shall inspect the installation for compliance with the approved documents.

**Special Conditions**

Tents that are proposed to be occupied during wind speeds that exceed 35 MPH require a tie down/anchorage design signed and sealed by a Virginia licensed architect or engineer.

**STAGE / PLATFORM**

**Site Plan**

Outside installations: indicate property lines, roads, sidewalks, grades greater than 5%, distances to adjacent buildings or structures, and handicapped accessible route to the public way. Inside installations: indicate the buildings and room location and name.

**Floor Plan**

Indicate means of egress, aisles, exits, guards, handrails, furnishings, and equipment. Provide a description of the function or activity to take place. Indicate the proposed Maximum Occupant Load.

**Other Construction**

Indicate the means of egress lighting and power for structures that are proposed to be used at night. Indicate the method of tie-down / anchorage for structures including the proposed wind loads and live loads. Provide details of anchorage and calculations to show proper anchorage against overturning.

**Closed v. Open Engineered Systems**

Provide manufacturer data for stage, platform, and bleachers along with a certificate of insurance from the equipment rental / erection company. If the structures are fabricated on site and/or erected by other than the equipment rental company, provide construction / erection documents signed by a Virginia licensed architect or engineer.

**Inspection**

The Office of Emergency Management and Safety shall inspect.

**AMUSEMENT DEVICE**

**Site Plan**

Provide a simple site plan indicating the location of the amusement device and indicating an accessible route to the device from an accessible building or parking area. Indicate the distances to the nearest building(s).

**Device Information**

Provide name of name and description of device, name of vendor, serial number, overall dimensions, and operators manual.

**Vendors Proof of Insurance Floor Plan**

Indicate means of egress, aisles, exits, furnishings, and equipment. Provide a description of the function or activity to take place. Indicate the proposed Maximum Occupant Load.

**Certificate of Inspection**

Provide certificate of inspection by an inspector who is certified as an amusement device inspector by the Virginia Board of Housing and Community Development.

**Inspection**

In addition to the inspection by amusement device inspector, the Emergency Management and Safety Office shall inspect the installation for compliance with the approved documents.