

Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

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**Purpose**

The purpose of this policy is to outline procedures for the application of and approval for a building permit for any tents, canopies, stages, bleachers, or other temporary structures to be placed on university property. This policy is designed to ensure the safety of all occupants in addition to making sure all structures are properly placed and constructed in a manner that will not conflict with other university structures, activities, or utilities. This policy applies to all departments and all facilities that are owned, leased, or operated by the university. This policy requires compliance with the current editions of the Construction Professional Services Manual (CPSM), Virginia Statewide Fire Prevention Code (VSFPC), Virginia Uniform Statewide Building Code (VUSBC), and the notices issued by the Department of Engineering and Buildings (DEB Notices).

**Authority, Responsibility, and Duties**

The Director of Capital Outlay is the final approving authority for all building permit requests.

**Definitions**

- A. **Amusement Device.** A device or structure, open to the public, by which person are conveyed in an unusual manner for diversion. Six categories of Amusement Devices are specifically referenced in the Virginia Amusement Device Regulations:
1. Gravity Rides
  2. Concession Go-karts
  3. Inflatable Amusement Device
  4. Artificial Climbing Walls
  5. Bumper Boats
  6. Bungee Jumping
  7. Zip Lines
- B. **Excavation.** Any operation in which earth, rock, or other material in the ground is moved, removed, or otherwise displaced by means of any tools, equipment, or explosives and includes, without limitation, grading, trenching, digging, ditching, dredging, drilling, auguring, tunneling, scraping, cable or pipe plowing and driving, wrecking, razing, rendering, moving, or removing any structure or mass of material. "Excavate" or "excavation" shall not include installation of a sign that consists of metal, plastic, or wooden poles placed in the ground by hand or by foot without the use of tools or equipment.
- C. **Platform.** 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. A temporary platform is one installed for not more than 30 days.
- D. **Stage.** A space within a building utilized for entertainment or presentations, which may include overhead hanging curtains, drops, scenery or stage effects other than lighting and sound.
- E. **Temporary Structure.** Those structures erected for a period of less than 180 days (*e.g. tents, platforms, and amusement devices*)
- F. **Tent.** Any structure, enclosure or shelter which is constructed of canvas or pliable material supported in any manner except by air or the contest it protects.
- G. **User.** Staff person or Department responsible for permitted tent, platform or device.
- H. **Vendor.** Individual or Contractor responsible for supplying and erecting permitted tent, platform or device.

Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

**Policy Statements**

Whenever work is to be performed on state owned or leased property or facilities, the Contractor shall be required to have Worker's Compensations, Employer's Liability, Commercial General Liability, Automobile Liability, and in certain types of programs, Professional Liability/Errors and Omissions insurance coverage. The Commonwealth of Virginia must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage. Prior to the commencement of work to be performed, at a minimum, the contractor must certify to the agency that it possesses the appropriate insurance coverage, and documentation concerning the contractor's insurance shall be included in the procurement files. It is the responsibility of end user to obtain the most recent copy of the license and insurance documentation. It is the responsibility of the purchasing official to validate the insurance coverage. These documents must be placed and maintained in the procurement file.

Failure to follow this policy could result in serious injury to users, vendors, and/or damage to existing utilities or property. The applicant is responsible for any and all costs associated with failure to follow this policy.

Any request for an exception to this policy must be submitted in writing to and approved by the Vice President for Finance. A written response will be provided to the requestor. If an exception to the policy is granted, in no way does this absolve the request from meeting the requirements set forth in the VSFPC, VUSBC, and CPSM.

**Building Permit for Temporary Structure**

It is required that an application form be completed and submitted to the Director of Capital Outlay's Office at least 30 days prior to the assembly of a tent, canopy, stage, bleacher, or any other temporary structure. Once reviewed and approved, a Permit/Temporary Certificate of Use for a Temporary Facility/Tent/Stage will be issued. A copy of the permit will be provided to the applicant and must be posted in open view near the structure.

Many utilities systems are buried on Virginia State University's (VSU) campus. If any excavation, as defined below, is taking place, an approved excavation permit is required before excavation is started. The applicant will be required to adhere to VSU's Excavation Policy 5903. The tents, canopies, stages, bleachers, or any other temporary structure shall not be assembled until the underground utilities are marked.

1. The applicant will be required to adhere to the current edition of the Virginia Amusement Device Regulations (VADR) when constructing and/or operating any device covered under VADR.
2. The State Fire Marshall and Safety Officer must be contacted at least two (2) days prior to the assembly date to schedule an inspection of the temporary structure. Any hazard identified during the inspection must be fixed immediately or the tent or temporary structure must be removed and the permit shall be revoked.
3. Temporary structure permits are normally issued to allow the tent to be erected the day before the event and taken down the day after the event.
4. All cost associated with the application, including utility markings, inspections, and any other fees will be paid by the sponsoring organization. The person responsible for authorizing payment for these costs will have to sign the application.

Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

**Tent Permit Requirements**

A permit is required by the Commonwealth of Virginia for any tent that is larger than 30 ft. x 30 ft. or in excess of 900 square feet or will have 50 occupants or more. Information required for submission of the tent permit is as follows:

1. **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.
2. **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 code 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.
3. **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.
4. **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 air conditioned.
5. **Certificate of Flame Resistance.** Provide Certificate of Flame Resistance conforming to NFPA 701 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 or within 20 feet of a tent.
6. **Inspection.** The State Fire Marshall and Safety Officer shall inspect the installation for compliance with the approved documents.
7. **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 / Bleachers Requirements**

Information required for submission of the stage, platform and bleachers permit is as follows:

1. **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.
2. **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.
3. **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.
4. **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.
5. **Inspection.** Responsible User or the Agency Representative shall inspect the installation for compliance with the approved construction/erection documents.

Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

6. Exceptions:

- i. Platform (Dance Floors). Dance floors that are no more than 4 inches above the grade plane at any point do not require a permit (a 2 x 4 on edge with a plywood floor is nominally 4 inches; therefore, does not require a permit).
- ii. Stage (Performance Sets). 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 from the Bureau of Capital Outlay Management (BCOM).
- iii. Seasonal/Multiple Function Stage Permit. If a temporary structure is to be repeatedly erected at the same location and for the same type of function AND if the tent is located the proper distances away from existing buildings, the agency may submit an application for a Seasonal Permit to erect the structure for several specified dates. The conditions of the Seasonal Permit require that identical structure be erected, furnished, equipped, used for the identical purpose in the identical location and that the tent to be erected the day before the event and taken down the day after the event. Any variation from a seasonal permit requires a separate permit.

**References**

ADA Standards for Accessible Design

Commonwealth of Virginia – Construction & Professional Services Manual

DEB Notice 030311 – Building Permit Policy for Construction of State-Owned Buildings and Structures

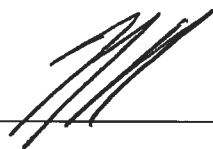
Virginia Amusement Device Regulations (Current Edition)

Virginia Statewide Fire Prevention Code (Current Edition)

Virginia Uniform Statewide Building Code (Current Edition)

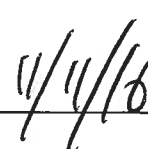
VSU Excavation Policy No. 5903

Approved By: \_\_\_\_\_



President

Date: \_\_\_\_\_



Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

ATTACHMENT A



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF GENERAL SERVICES  
CO-17 TMP, Building Permit for a Temporary  
Structure

Issued:

Form Status: DRAFT

**PROJECT** **212-A6212-**  
**Agency:** VIRGINIA STATE UNIVERSITY  
**Project:** 2016 VSU NON-CAPITAL PROJECTS  
**Sub-Project:**  
**Facility:** Virginia State University  
**Project Type:** TEMPORARY STRUCTURE  
**FIPS Code/Location:** 041 - CHESTERFIELD CO. SFMO (Regional Office): CENTRAL REGIONAL OFFICE  
**Address:** N/A N/A VA N/A  
**Agency Contact:** N/A Phone: N/A E-Mail: N/A

**TEMPORARY STRUCTURE**  
**Event Name:** N/A  
**Type of Temp. Structure:** N/A  
**Event Date(s):** N/A  
**Temp. Structure Owner:** N/A  
**Name of Nearest Building:** N/A  
**Occupancy Load:** N/A  
**Building Code Edition:** N/A  
**Building Code Parts:** N/A  
**Accessibility Standards:** N/A  
**Group:** N/A  
**Distance to Nearest Bldg or Structure:** North: N/A South: N/A East: N/A West: N/A  
**Temp. Struct. Dimensions:** Length: N/A Width: N/A Height: N/A  
**Tmp. Struct. Gross Area(sq ft):** N/A **Type of Construction:** N/A  
**Access Design By:** N/A **Anchorage Design By:** N/A  
**Method of Anchoring:** N/A  
**Erected By:** N/A  
**Responsible User:** N/A Phone: N/A E-Mail: N/A

**DATA APPLICABLE TO TENTS, BLEACHER DRAPES AND BLEACHER SKIRTS**  
**Type of Tent:** N/A **Type of Fabric:** N/A  
**Serial Number or Date of Manufacture or Certificate of Flame Propagation Performance Criteria:** N/A

**DATA APPLICABLE TO OTHER STRUCTURES (STAGES, BLEACHERS, ETC.)**  
**Closed Engineered System:** N/A  
**Site-Specific Design:** N/A  
**Floor Live Load (psf):** N/A **Roof Live Load (psf):** N/A  
**Wind Speed (mph):** N/A **Wind Exposure Category:** N/A

**SPECIAL CONDITIONS / STIPULATIONS**

Attachments:

[Empty box for attachments]

Approved: ~~NOT APPROVED~~  
NOT APPROVED

Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

**ATTACHMENT B**  
**TENT INSPECTION CHECKLIST**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_ Annual? Yes No (Circle one)

Configuration/Dimensions: \_\_\_\_\_ Area: \_\_\_\_\_ Sq. Ft.

**Prior to erecting any tents, the utility locations must be marked by Miss Utility 1-800-552-7001**

\_\_\_\_\_ 1. Miss Utility Marking Ticket Number \_\_\_\_\_

\_\_\_\_\_ 2. Separation Distances:

Buildings \_\_\_\_\_ Other Tents \_\_\_\_\_ Cooking Equipment \_\_\_\_\_ Combustibles \_\_\_\_\_

**Fire Safety and Egress**

\_\_\_\_\_ 3. Certificate of Flame Resistance (NFPA 701) attached to each panel \_\_\_\_\_

\_\_\_\_\_ 4. Exits: Number \_\_\_\_\_ Width \_\_\_\_\_ Approved Exit Signs \_\_\_\_\_

\_\_\_\_\_ 5. Fire Extinguisher(s) \_\_\_\_\_ Located at Exit: \_\_\_\_\_

**Anchorage capable of resisting wind forces**

\_\_\_\_\_ 6. Anchoring systems are secure and intact. Tie downs intact, not worn or chafed

\_\_\_\_\_ 7. Furnishing/Aisles \_\_\_\_\_ Platforms \_\_\_\_\_

**Electrical Equipment Properly Installed and Inspected**

\_\_\_\_\_ 8. Electrical cables properly protects, sized, in good condition and no exposed electrical contacts.

\_\_\_\_\_ 9. Electrical equipment properly grounded.

Inspection report submitted by: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Signature: \_\_\_\_\_

Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

ATTACHMENT C  
TEMPORARY PLATFORM INSPECTION CHECKLIST

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_ Annual? Yes No (Circle one)

Configuration/Dimensions: \_\_\_\_\_ Height above Grade or Floor: \_\_\_\_\_

**Platform system for deck and support must have documented 125 psf. live load capacity.**

- \_\_\_\_\_ 1. All sections of platform forming a continuous surface are at the same elevation, with no misaligned edges or gaps between sections and could create a trip hazard.
- \_\_\_\_\_ 2. Supports: Legs, brackets, braces and/or connecting devices are fully secured by bolts with threaded nuts, snap locks, or cotter pins in accordance with system documentation.
- \_\_\_\_\_ 3. Adequate bearing plates or pads provided.

**Platforms over 8 inches high must have stairs with handrails on both sides.**

- \_\_\_\_\_ 4. Stairs:
- \_\_\_\_\_ a. Stair tread depth: 11 inches minimum.
- \_\_\_\_\_ b. Stair riser heights: 7 inches maximum and 4 inches minimum.
- \_\_\_\_\_ c. Dimensional uniformity: The tolerance between the largest and smallest riser and or the largest and smallest tread shall not exceed 3/8 inch.
- \_\_\_\_\_ d. Risers are solid or constructed so that the opening between treads does not permit the passage of a 4 inch sphere.

**Platforms greater than 30 inches high must have guardrails.**

- \_\_\_\_\_ 5. Guards with minimum 42-inch height above stage surface on all sides except those facing the audience.
- \_\_\_\_\_ 6. Guard Openings:  
Up to a height of 34 inches, guards have balusters or ornamental patterns such that a 4-inch sphere cannot pass through an opening.
- \_\_\_\_\_ 7. Guards on multi-level stages are 42 inches above each level, including risers within 44 inches of edge of stage.

Inspection report submitted by: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Signature: \_\_\_\_\_

Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

**ATTACHMENT D**  
**INFLATABLE AMUSEMENT DEVICE INSPECTION CHECKLIST**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_ Annual? Yes No (Circle one)

Configuration/Dimensions: \_\_\_\_\_ Area: \_\_\_\_\_ Sq. Ft.

**Prior to erecting any tents the utility locations must be marked by Miss Utility 1-800-552-7001**

\_\_\_\_\_ 1. Miss Utility Marking Ticket Number \_\_\_\_\_

\_\_\_\_\_ 2. Site condition and installation meet manufacturer's recommendations.\*

*\*Copy of Manufacturer's Installation and Operation Instructions must be available on-site.*

\_\_\_\_\_ 3. Certificate of conformance with ASTM F2374 attached to device.

**Fire Safety and Egress**

\_\_\_\_\_ 4. Appropriate crowd control and barriers in place.

\_\_\_\_\_ 5. Adequate means of evacuation without entrapment of injury upon deflation.

\_\_\_\_\_ 6. Fire Extinguisher(s): \_\_\_\_\_ Located at: \_\_\_\_\_ Approved Exit Sign: \_\_\_\_\_

\_\_\_\_\_ 7. Minimum of one operator/attendant present for each device. (Two for large devices.)

**Anchorage capable of resisting wind forces**

\_\_\_\_\_ 8. Anchoring systems are secure and intact. Tie down intact, not worn or chafed.

**Equipment Properly Installed and Inspected**

\_\_\_\_\_ 9. Correct blower(s) is being used and air pressure is within the manufacturer's specification for operation.

\_\_\_\_\_ 10. Blower components are properly secured and appropriate guards in place over inlet and outlet.

\_\_\_\_\_ 11. Electrical cables properly protected, sized, in good condition and there are no exposed electrical contacts.

\_\_\_\_\_ 12. Electrical equipment properly grounded by approved Ground-Fault Circuit Interrupter (GFCI)

Inspection report submitted by: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Signature: \_\_\_\_\_



Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

**ATTACHMENT E**  
**TEMPORARY STRUCTURE ELECTRICAL INSPECTION CHECKLIST**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_ Annual? Yes No (Circle one)

Configuration/Dimensions: \_\_\_\_\_ Area: \_\_\_\_\_ Sq. Ft.

**Prior to erecting any tents or amusement device, existing utility locations must be marked by Miss Utility 1-800-552-7001.**

Miss Utility Ticket Number \_\_\_\_\_

***Portable Wiring and Equipment shall conform to 2008 National Electric Code Article 525***

1. Cords must be listed by Underwriters laboratories for extra hard usage, and, when used outdoors, shall also be listed for wet locations, and must be sunlight resistant. Per NEC article 525.20 (A).
2. Cords must be minimum #12-3 wire, grounded. (12-3 is rated for 20 amps, which is the amperage of the circuit breakers protecting our outlets where the cords are connected.) Per NEC article 240.5 (A), (B).
3. Cords shall be arranged to minimize the tripping hazard. Per NEC article 525.20 (G).
4. No more than two cords may be connected together, and may total no more than 200' in length. (A short cord with GFCI built in, does not count in this total if less than 2' long.)
5. Cord connectors shall not be laid on the ground or exposed to the weather unless listed for wet locations. Per NEC article 525.20 (E).
6. Cords and lamps inside tents shall be securely fastened in place, and lamps shall be protected from accidental damage with a suitable guard. Per NEC article 525.21 (B).
7. Cords shall not be spliced. Per NEC article 525.20 (D).
8. All cords shall be protected by a ground fault circuit interrupter, either at the outlet or built into the first cord plugged into the outlet. Per NEC article 525.23 (A).
9. All metal parts of tents, rides, concessions, trailers, or other equipment that contain or support electrical equipment shall be bonded to the grounding electrode system by connecting a #6 copper conductor between the metal and the grounding electrode conductor. Per NEC article 525.30.
10. All rides, tents, and concessions must have a disconnect with 6' of the operators station. This can be accomplished by having the cord plugged into an outlet with 6' of the operators' station. Per NEC article 525.21 (A).
11. All portable, and trailer mounted generators shall be connected to a copper clad grounding electrode, no less than 5/8ths" dia. and 8' long, driven 8' deep in the ground. Per NEC article 250.52 (A) (5)(b), 250.34 (A), (B).
12. All electrical cords and equipment shall be inspected by a university representative to verify suitability, installation, bonding, and grounding, Per NEC article 525.32, 590.2 (B), 110.

Inspection report submitted by: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Signature: \_\_\_\_\_

Virginia State University  
Policies Manual

Title: Building Permits for Temporary Structures Policy

Policy: 5902

ATTACHMENT F

DGS-30-190  
(Rev. 09/14)

CO-17TMP Attachment One

Commonwealth of Virginia  
Department of General Services  
Building Permit Attachment for Amusement Device

	Code	Description
Agency:		
Project:		
Sub-Project:		
Event Name:		
Event Dates:		
Device Name:		
Serial Number of this Device:		
General Description of this Device: (Check one)	<input type="checkbox"/>	Gravity Ride
	<input type="checkbox"/>	Concession Go-Karts
	<input type="checkbox"/>	Inflatable Amusement Device
	<input type="checkbox"/>	Artificial Climbing Wall
	<input type="checkbox"/>	Bumper Boats
	<input type="checkbox"/>	Zip Lines
	<input type="checkbox"/>	Bungee Jumping
	<input type="checkbox"/>	Other (describe below):
Amusement Device Inspector:		
Name of Owner or Operator: (Person assuming responsibility for the amusement device)		
Site Adaptation Design by:		
Other Comments:		

**Additional information to be submitted for all Amusement Devices:**

Submit proof of liability insurance of an amount not less than \$1,000,000 per occurrence or proof of equivalent financial responsibility.

Submit site plan indicating location of amusement device in relation to nearby buildings and an accessible route to the device.

Prior to using the device, submit a certificate of inspection by an inspector certified as an amusement device inspector from the Virginia Board of Housing and Community Development. A copy of the certificate of inspection shall be affixed to the device.

**Important!**

*Device shall be installed, maintained and operated in accordance with manufacturer's instructions.*

*If an accident involving the serious injury or death of a patron occurs, the operation of the device shall cease and the Division of Engineering and Buildings and the Department of Housing and Community Development shall be notified within 24 hours.*