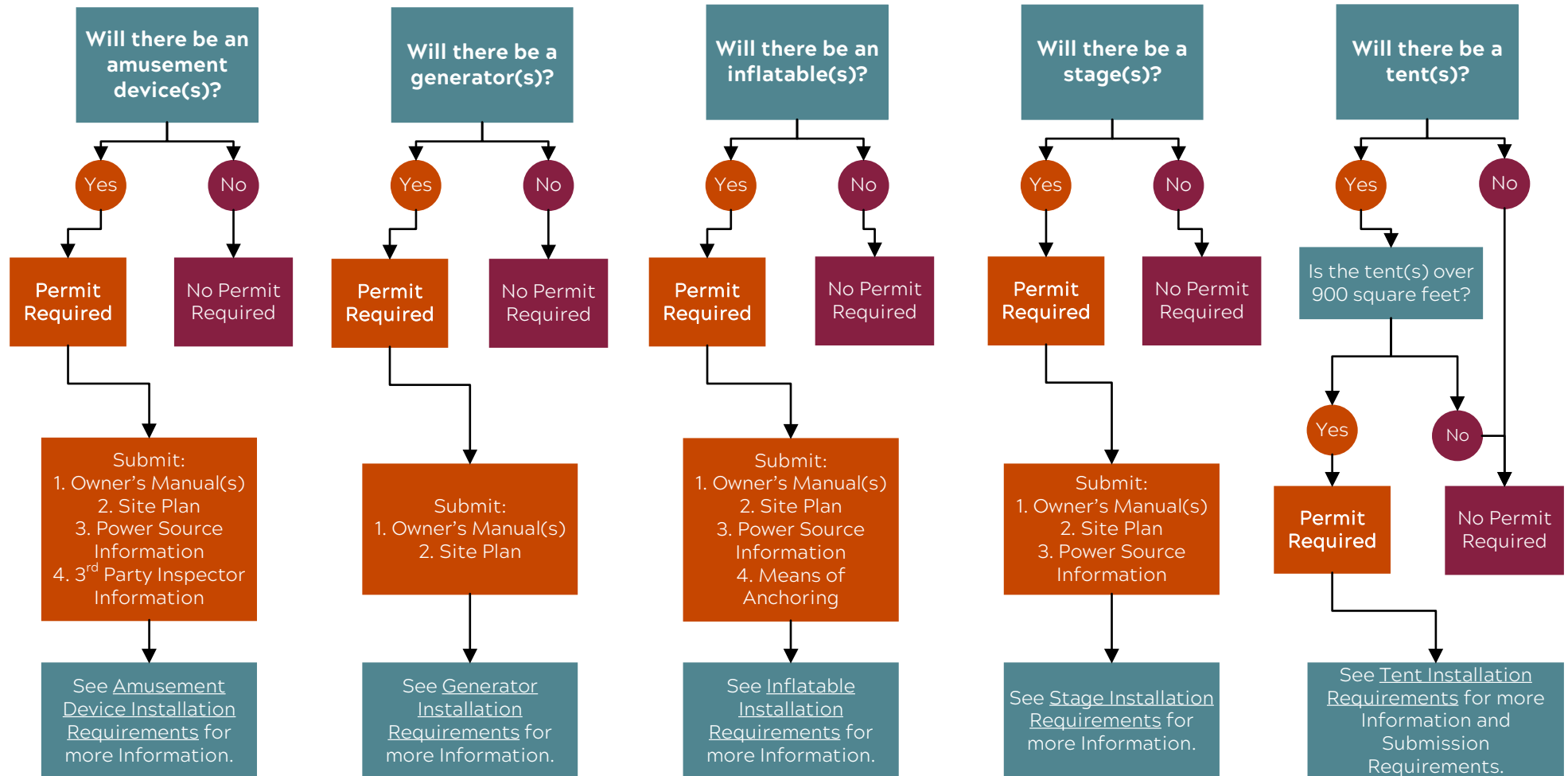




Temporary Permit and Submission Requirements



Temporary structures may be used on Virginia Tech property after approval through an established permitting procedure. This applies to:

- Tents
 - Greater than 900 square feet (combined square footage of tents if they are located within 20 feet of each other), or
 - Tents with an occupancy greater than 50 people, or
- Anticipated event participants over 300
- All stages, platforms, and amusement devices (including inflatables)
- Any structure within 20 feet of another structure, equipment, or plantings
- All construction trailers
- Any similar temporary structures

Applicable reference documents for temporary structures:

- [Virginia Uniform Statewide Building Code \(VUSBC\)](#)
- [Virginia Statewide Fire Prevention Code \(VSFPC\)](#)
- [American Society of Civil Engineers 37 \(ASCE 37\)](#)
- [Virginia Tech Design and Construction Standards Manual \(DCSM\)](#)
- [Virginia Tech Policy No. 5406](#)

Deadline for Application

Applications and all required documents must be submitted to the Office of the University Building Official at least 10 business days, preferably 30 days, before the assembly of the temporary structure. Applications submitted within 10 business days of the proposed assembly of the temporary structure may be denied outright.

Required Submissions:

- Online application for the permit
- Site plan
- Floor plan
- Engineered tent staking or ballasting plans and calculations, if applicable
- Certificate of flame resistance for each tent at time of inspection

Location and Clearance

- Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent. Exceptions may be approved by the University Building Official (UBO).
- All structures and equipment must not damage or interfere with any underground utilities.
- Virginia 811 (va811.com) must be contacted at least 5 business days before assembly if the temporary structure will be staked. No ground pins, stakes, or other devices shall be implanted and the temporary structure shall not be assembled until the underground utilities are marked.

Site Plan

- Indicate the property lines, roads, sidewalks, grades greater than 5%, distances to adjacent buildings or structures, and accessible routes to the public way and handicap parking spaces.
- Indicate the method of tie-down or anchorage for the temporary structure.
- Engineered plans and calculations:
 - All engineered plans and calculations must be prepared by a licensed Virginia engineer and must provide ballasting or staking requirements to withstand modified wind loads per ASCE 37 as an alternate method to satisfy the VUSBC and VSFPC.
 - Engineered plans and calculations are required in the site plan for:
 - Ballasted tents that are 2,400 sq. ft. or less; these must be designed for 40-mph wind loads.
 - All tents or virtual tents (multiple tents located within 20 feet of each other) greater than 2,400 sq. ft., whether staked or ballasted; these must be designed using ASCE 37.
 - If wind speeds of 40 mph or greater are forecasted, then the top must be removed for all tents that do not have engineered plans and for all ballasted tents that are 2,400 sq. ft. or less.
- Indicate the egress lighting, exit signage, and power source for structures being used at night.

Floor Plan

- Provide a description of the function or activity to take place and the proposed maximum occupant load.
- Indicate the means of egress, aisles, exits, furnishings, and equipment.
- Indicate accessibility for handicapped persons for all activities conducted.

Safety

- Provide a certificate of flame resistance for each tent at the time of inspection.
- Open flames, space heaters, and food cooking or heating devices (except approved electrical appliances) are not permitted under or within 20 feet of a tent. A waiver may be reviewed on a case-by-case basis by the UBO.

Permit and Inspection

- When requirements are met and approved through the Office of the University Building Office, a Permit/Temporary Certificate of Use for a Temporary Structure/Tent/Stage/Amusement Device will be issued for the temporary structure.
- The UBO shall inspect the installation for compliance with submitted and approved documents.

Assembly and Disassembly

- Structures may not be erected before a permit is issued.
- Structures may not be erected more than two days prior to the event and must be disassembled and removed within two days after the event.
 - Exceptions to this policy may be requested in writing.
 - Any structure that is planned to be erected for more than two weeks shall submit engineered plans and calculations to the UBO for approval.
- Structures must be assembled and disassembled by qualified personnel.