

## UVA ENVIRONMENTAL HEALTH AND SAFETY FIRE SAFETY TENT REGULATIONS

- All tents and air supported structures erected on State Property or paid for by UVA funds are to be approved and inspected by UVA Fire Safety personnel prior to use. All tents and air supported structures in excess of 400 square feet require a permit. Permits may be obtained through the Office of Environmental Health and Safety (EHS). *Recreational tents for camping are exempt.*
- All stages erected on State Property are to be permitted through the office of the UVA Building Official and in accordance with the International Building Codes. Please submit permit request for stages to [buildingpermitrequest@virginia.edu](mailto:buildingpermitrequest@virginia.edu).
- All tents and stages *not* erected on State Property *but* paid for with UVA Funds must be approved by EHS and the UVA Building Official in order for the funds to be allocated from UVA Procurement.
- Firms and/or individual(s) erecting tents must have a bond or insurance that has been reviewed and approved by the University's Office of Risk Management at 434-924-3055.
- All tents must be at least 20 feet from buildings, other tents, or any other structure. Tents shall not be placed directly under any tree or overhead projection unless otherwise permitted.
- The tent vendor or requesting party is responsible for obtaining permission to use any State Property for an event from the responsible authority and must contact MISS UTILITY (1-800-552-7001) prior to the erection of any temporary structure. Tents erected on any UVA Parking areas must be approved by Parking and Transportation. EHS accepts no responsibility for damages to State or Personal Property as a result of said event or structure.
- Tents and air supported structures shall not be erected for a period of more than 180 days within a 12 month period on a single premises.
- Tents or air supported structures and their appurtenances shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official. Additionally individual(s) and/or firm(s) erecting tents and structures must anchor/ballast tents in accordance with the manufacturer's specifications as well as those that are specified in the IFAI ballasting study/IFAI handbook.
- Tents shall not be occupied when local winds are forecast or known to be greater than 40 miles per hour, during thunderstorms, lightning, or when weather conditions of freezing rain or snow is forecast/present.
- Emergency Exits and signage shall comply with all applicable Building and Fire Code regulations.
- Required clear paths for Egress/Exiting shall be maintained. A minimum of 2 remote handicapped accessible egress/exit paths are required.
- Where required by EHS a roving Safety/Fire Watch shall be provided during the times the tent is occupied.

- All cooking operations must be approved by EHS and comply with the applicable portions of the International Building Code and Virginia Statewide Fire Prevention Code.
- Cook tents shall be separate from other tents and membrane structures by a minimum of 20 feet.
- Smoking is prohibited in tents, canopies, and membrane structures and *No Smoking* signs shall be placed in the tent.
- Portable fire extinguishers are required to be mounted in the tent in conspicuous locations.
- The use of open flame and other devices emitting flame, fire or heat including candles are not permitted inside or within 20 feet of the tent or membrane structure.
- Generators shall be placed a minimum of 20 feet away from the tent structure and isolated from contact with the public by fencing, enclosure or other approved means.
- Portable LP gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than 10 feet. Containers greater than 500 gallons shall have a minimum separation between the container and structure not less than 25 feet.

**PERMIT and SIGNATURE FORM  
SUBMITTAL INSTRUCTIONS**

Complete applicable sections of the permit application. Prior to permit approval, a signature is required below that indicates the responsible person or persons has read and understands the regulations stated above.

Information to include with your application:

- A copy of the flame certificate for each tent (available from the tent vendor)
- A diagram or sketch of the exact location of the tent in reference to adjacent buildings, trees, and other structures. Label all distances.
- A diagram or sketch of the floor plan including any stages, tables, chairs, and the exits from the structure. These diagrams can be hand drawn.
- A copy of Certificate of Insurance approved by Office of Risk Management.

Tent permit applications are to be submitted at least three weeks prior to the event. Application and signature forms can be submitted via email to [fire-safety@virginia.edu](mailto:fire-safety@virginia.edu), via Messenger Mail (P.O. Box 400322) or by fax at 434-243-1735. Questions can be directed to the Fire Safety email address or call 434-982-4914.

The responsible individual(s) signature(s) is required prior to the permit approval. With this signature, the responsible individual(s) has read, understands and agrees to the regulations stated above.

*Responsible User's Signature and Date:* \_\_\_\_\_

*Responsible Vendor's Signature and Date:* \_\_\_\_\_

**UNIVERSITY OF VIRGINIA  
TENT PERMIT APPLICATION**

Permit #: \_\_\_\_\_  
Issued: \_\_\_\_\_  
Expires: \_\_\_\_\_

Event Name: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_  
Event Time(s): \_\_\_\_\_  
Type of Temporary Structure: Tent/Air Supported  
Structure  
Temporary Structure Owner: \_\_\_\_\_  
Temporary Structure Location: \_\_\_\_\_  
Occupancy Load: \_\_\_\_\_  
Installation Date(s) and Time: \_\_\_\_\_  
Removal Date and Time: \_\_\_\_\_  
Inclement Weather Site: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_

**Building Code Edition:\*** VUSBC 2012 Edition & Virginia Statewide Fire Prevention Code  
**Accessibility Standards:** 2010 ADA Standards

<b>Distance to Nearest Building Wall:</b>	<b>Temporary Structure Dimensions:</b>	<b>Temporary Structure Gross Area (sq. ft):</b>
North: _____ ft.	Length: _____ ft.	_____ sq. ft.
South: _____ ft.	Width: _____ ft.	
East: _____ ft.	Height: _____ ft. (at edge of sidewall)	
West: _____ ft.		

<b>UVA Department:</b> _____	<b>Responsible User:</b> _____
<b>Department Phone:</b> _____	<b>Phone:</b> _____
<b>Department Fax:</b> _____	<b>E-mail:</b> _____
<b>Department Address:</b> _____	

**Data Applicable to Tents**

<b>Type of Tent:</b> <input type="checkbox"/> Open Sides	<b>Check items to be used:</b>
<input type="checkbox"/> with Sidewalls (closed)	
<b>Type of Fabric:</b> <input type="checkbox"/> Noncombustible	<input type="checkbox"/> Tables <input type="checkbox"/> Chairs
<input type="checkbox"/> Conforms to NFPA 701	<input type="checkbox"/> Cooking <input type="checkbox"/> Propane
<b>Method of Anchorage:</b> _____	<input type="checkbox"/> Electric <input type="checkbox"/> Generators
<b>Temporary Structure Erected by:</b> _____	<input type="checkbox"/> Planters <input type="checkbox"/> Decorations
<b>Serial Number:</b> _____	
<b>MISS Utility Confirmation Number:</b> _____	
<b>Copy of University approved Certificate of Insurance Attached:</b> _____	
<b>Certificate of Flame Resistance Number:</b> _____	

**Data Applicable to Other Structures (stages, dance floors, etc.)**

(\*Permit required: Obtain from UVA Building Code Official)

Email: [buildingpermitrequest@virginia.edu](mailto:buildingpermitrequest@virginia.edu)

**\*Stage:**  Yes  No  
**\*Dance floor:**  Yes  No  
**Air Supported Structure:**  Yes  No  
**Building Permit Issued:**  Yes  No

Approved by: \_\_\_\_\_  
UVA Fire Safety Officer