UVA TENT PERMITTING DIRECTIONS

The State of Virginia and the University of Virginia require permits for ALL tents. The Permit Application (G.S. Form E&B CO- 13.3 Tent/Stage) must be completed and submitted to the Office of Environmental Health and Safety (OEHS) at least three weeks before the planned tent setup date. Approval is contingent on meeting code requirements.

All tents must be permitted!

The required Permit Application can be downloaded from: http://keats.admin.virginia.edu/polproc/14-1.html

To complete the application you will need:

1) **Dimensions** - the length, width, sidewall height, and area of the tent.
2) **Dates** - dates of the function, tent setup, and take down.
3) **Occupancy** - maximum number of individuals under the tent at one time.
4) **Site Plan** - scale drawing showing setup location, adjacent structures, pedestrian and vehicular access, necessary utility sources, topography, and vegetation.
5) **Tent Plan** - scale drawing showing specific locations of aisles and exits, furnishings, equipment, any lighting, heating or ventilation, and references to elevations; and a drawing showing the Tent Side Elevation with reference to Tent Plan.
6) **Identification** - tent serial number (from tent vendor/contractor).
7) **Certification** - a copy of the certificate of flame resistance for the specific tent(s) to be used (from tent vendor/contractor).
8) **Tent Manufacturer or Engineering System Provider:** (from tent vendor/contractor)
9) **Type of Construction:**
10) **Live Loads for Floor and Roof:**
11) **User Responsible Person and Phone:** This is someone from your group.
12) **Agency Contact Person and Phone:** This will be OEHS staff

The Site Plan is supposed to show adjoining buildings and the floor plan shows the interior setup of the tent furnishings, exits, etc. According to the building code, tents must be located greater than 20 feet from the closest building.

Examples of these documents can be sent to you if you request. If you have any questions or need help, please call Tim Ritchey or Gerald Drumheller at 982-4911 or email us at fire-safety@virginia.edu. Please fax (982-4921 or 982-4915) or hand deliver completed forms to OEHS. Once a tent is permitted and erected, OEHS will conduct the State required fire safety inspection to insure compliance with the Virginia State Wide Fire Prevention Code.

Lastly, the OEHS Fire Safety Office needs to be notified of all tent installations, permitted or otherwise.