
Subject: Requirements for Temporary Facilities/Tents/Stages

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1. Purpose

The Virginia Uniform Statewide Building Code (VUSBC), the Virginia Statewide Fire Prevention Code (VSFPC), and the Virginia Department of General Services, Division of Engineering and Buildings (DEB) require that the University regulate the erection and use of temporary facilities/tents/stages for the purpose of assuring the safety of all persons using these facilities. The purpose of this policy is to provide the necessary structure to allow the University to successfully manage this responsibility. To achieve this purpose, the following objectives must be met:

- All temporary facilities including tents, stages, and similar structures which are erected on Virginia Tech property shall be designed, constructed, erected, and used in accordance with the VUSBC and the VSFPC.
- The Agency Representative for the Annual Permit for Construction of State Owned Buildings and Structures shall facilitate the permitting and inspection of tents and temporary structures to ensure compliance with the VUSBC. The Agency Representative for Virginia Tech is the Director of Contracts and Campus Renovations Services.
- The manner of occupancy and use of equipment in, and in the vicinity of, temporary facilities, tents, stages, etc., shall be in accordance with reasonable and appropriate restrictions established to ensure the safety of the occupants and nearby persons. The Virginia State Fire Marshal’s Office (SFMO) and/or Virginia Tech Environmental Health and Safety Services (EHSS) shall enforce these restrictions.

2. Policy

All tents require notification to Environmental and Safety Services a minimum of 7 days in advance of setup.

All tents greater than 900 square feet or having an occupancy exceeding 50 persons, and all stages, platforms, and similar temporary facilities which are erected on Virginia Tech property and are not a part of an existing structure, must have a Permit/Temporary Certificate of Use.

3. Procedures

3.1 Permit/Temporary Certificate of Use for a Temporary Facility/Tent/Stage

3.1.1 Enforcement

The Director of Contracts and Campus Renovations Services is responsible for enforcing the requirements of the DEB Permit/Temporary Certificate of Use for a Temporary Facility/Tent/Stage.

3.1.2 Application

A request for a Permit/Temporary Certificate of Use for a Temporary Facility/Tent/Stage must be submitted to the Director of Contracts and Campus Renovations Services at least 30 days prior to the date of erection.

3.1.3 Application Information

The information required from the applicant for the request for a Permit/Temporary Certificate of Use for a Temporary Facility/Tent/Stage can be obtained at www.facilities.vt.edu. Facilities will forward the applicant supplied information, along with specific information required from the tent supplier, to DEB for review and approval.

3.1.4 Issuance of a Permit/Temporary Certificate of Use

After review and approval of the application information, DEB shall issue a Permit/Temporary Certificate of Use. Facilities will provide a copy of the Permit/Temporary Certificate of Use to the applicant upon receipt from DEB.

3.2 Temporary Facility/Tent/Stage Erection

3.2.1 No Erection Without a Permit/Temporary Certificate of Use

No temporary facility/tent/stage shall be erected before the issuance of the Permit/Temporary Certificate of Use.

3.2.2 Erected by Qualified Personnel

The temporary facility/tent/stage must be erected by qualified personnel and in compliance with the criteria on the approved application for the Permit/Temporary Certificate of Use.

3.2.3 Location of Underground Utilities

The applicant must contact Miss Utility of Virginia at 800-552-7001 at least five working days prior to the date the temporary facility/tent/stage is required to be erected to ensure that all underground utilities located in the vicinity have been properly located.

3.2.4 Time Period of Erection

The temporary facility/tent/stage must not be erected more than 2 days prior to the event and removed not later than 2 days after the event to avoid creating a hazard or an attractive nuisance.

3.2.5 Posting of Permit/Temporary Certificate of Use

The applicant must ensure that a copy of the Permit/Temporary Certificate of Use for a Temporary Structure/Tent/Stage is posted at the site for the duration of the use of the facility.

3.3 Maintenance and Use of the Temporary Facility/Tent/Stage

3.3.1 Inspection

EHSS, in cooperation with the SFMO, will ensure that the temporary facility/tent/stage is used and maintained in accordance with the VSFPC. After erection, the temporary facility/tent/stage will be inspected by the SFMO and/or EHSS.

3.3.2 Abatement of Hazardous Use

Any conditions that are inconsistent with the Permit/Temporary Certificate of Use and any hazards identified must be immediately corrected, or the Permit/Temporary Certificate of Use will be revoked and the temporary facility/tent/stage must be removed.

3.3.3 Open Flame Restrictions

Open flames, space heaters, and food cooking/heating devices (except approved electrical appliances) are not permitted under or within 20 feet of any tent.

4. References

- Virginia Department of General Services, Division of Engineering and Buildings, Construction and Professional Services Manual for Agencies, 12/96 Edition, Revision 5 effective March 31, 2002.
- Virginia Uniform Statewide Building Code (VUSBC)
- Virginia Statewide Fire Prevention Code (VSFPC)

5. Approval and Revisions

Approved February 27, 2002 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.

- Revision 1

Section 2 – Added “All tents require notification to Environmental Health and Safety Services a minimum of 7 days in advance of setup.”

Approved January 27, 2003 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.

- Revision 2

Minor updates to departmental titles.

Approved April 20, 2004 by Vice President for Business Affairs, Kurt J. Krause.