

## **UVA DEPARTMENT OF SAFETY AND SECURITY TENT INSTRUCTIONS**

- 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 require a permit. Permits may be obtained through the UVA Office of Fire Safety.
- 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).
- 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.
- Tents should not be occupied in the event of severe weather or winds in excess of 30 miles an hour. The University Office of Emergency Management offers a service where they will email tent users weather information related to tents. If you'd like to receive these email notifications, email [uvaem@virginia.edu](mailto:uvaem@virginia.edu) and ask to be put on the tent severe weather alert list. You can email them at any time afterwards to be removed from the list.

### **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.

**UNIVERSITY OF VIRGINIA TENT  
PERMIT APPLICATION**

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

Event Name: \_\_\_\_\_ Installation Date(s) and Time: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_ Removal Date and Time: \_\_\_\_\_  
Event Time(s): \_\_\_\_\_ Inclement Weather Site: \_\_\_\_\_

Temporary Structure Owner: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Temporary Structure Location: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Occupancy Load: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**Building Code/ Fire Code Edition:** Current Virginia Construction Code and Virginia Statewide Fire Prevention Code

|   |   |  |
|---|---|--|
| <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.                           |   |  |

UVA Department: \_\_\_\_\_ Responsible User: \_\_\_\_\_

Department Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Department Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department Address: \_\_\_\_\_

**Data Applicable to Tents**

Type of Tent:  Open Sides  
 with Sidewalls (closed)  
Type of Fabric:  Noncombustible  
 Conforms to NFPA 701

**Check items to be used:**

Tables  Chairs  
 Cooking  Propane  
 Electric  Generators  
 Planters  Decorations

Method of Anchorage: \_\_\_\_\_

Temporary Structure Erected by: \_\_\_\_\_

MISS Utility Confirmation Number: \_\_\_\_\_

Copy of University approved Certificate of Insurance Attached: \_\_\_\_\_

**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

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