If your temporary structure requires a DEB permit, complete sections 1 & 2 and check off the requirements in section 3 as you attach them to the permit application. If you don't know if a DEB permit will be required, complete sections 1 & 2 and submit this form to EH&S for review.

Refer to the *Temporary Structure Safety Procedure* or contact EH&S for clarification.

|  |
| --- |
| **Section 1 – Event Contact Information** |

Event Coordinator Name Phone Number Email

Alternate Contact Phone Number Email

|  |
| --- |
| **Section 2 – Event Information** |

Name of Event Duration of Use

      From:       To:

(time and date)

Number Expected to Attend the Event (including staff):

Location:       Distance to Nearest Building / Structure (ft):

Type & Number of Structures (*check each applicable structure type, list the quantity, and square footage*):

 [ ]  Tent #      Total Square Footage

 [ ]  Air Supported Structure #      Total Square Footage

 [ ]  Temporary Stage / Platform #

 [ ]  Temporary Bleachers/Grandstand #

 [ ]  Amusement Device #

 [ ]  Other Temporary Structure #

|  |
| --- |
| **Section 3 – Required Information for Permit Application** |

**All Permits Require:**

[ ]  Description of the function or activity to take place

[ ]  Proposed Maximum Occupant Load

[ ]  Site Plan with Map Showing:

* + Temporary Structure Location(s)
	+ Nearby Buildings & Permanent Structures

[ ]  Name and Contact Information for Third Party Provider(s)

[ ]  Third Party Provider Certificate of Insurance Showing the Commonwealth of Virginia and Longwood University as Additionally Insured

[ ]  If Anchoring with Stakes, Proof that Utility Locations will be Marked

[ ]  Application Fee

**Tents and Air Supported Structures Require:**

[ ]  Dimensions Including Height

[ ]  Floor Plan Showing:

* + Location of Furniture/Equipment
	+ Egress Paths, Aisles, & Exits
	+ Presence of Walls

[ ]  Certificate(s) of Flame Resistance (Including Serial Number and Description)

[ ]  Method of Tie-down or Anchoring & Proposed Wind and Live Loads.

[ ]  If used at night, Power Source and Method of Egress Lighting

[ ]  If used, Method of Ventilation or Heating/Air Conditioning

**Amusement Devices Require:**

[ ]  Manufacture’s Installation and Operating Instructions for each device, to include wind speed limit.

[ ]  Device Serial Number

[ ]  Dimensions (width x length x height)

[ ]  Proof of Virginia Amusement Device Inspection or Name and Contact Information of Third Party Inspector if Inspection is to Occur at the Event.

**Temporary Stages, Platforms, Bleachers, and Grandstands Require:**

[ ]  Manufacturer's Assembly Instructions or Virginia Licensed Professional Stamped Drawings for [ ]  Engineered Structures

[ ]  Designed Load or Occupancy Limits

[ ]  Dimensions Including Height

[ ]  For Skirts, Drapes, or Other Fabric Attached to the Structure, Certificate of Flame Propagation Criteria to Include Serial Number and Description.

[ ]  For Stages & Platforms, a Floor Plan Showing:

* + Guardrails & Access Stairs
	+ Location of Furniture/Equipment
	+ Aisles
	+ Egress Paths & Exits

**Complete Applications should be sent to**

**Capital Design & Construction Department****tackettjf@longwood.edu** **&** **neihousetr@longwood.edu**

**for submission to DEB.**