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**](mailto:tackettjf@longwood.edu) **&** [**neihousetr@longwood.edu**](mailto:neihousetr@longwood.edu)

**for submission to DEB.**