# Temporary Structure Safety Procedure

# 1.0 Purpose and Requirements

Commonwealth of Virginia regulations require permitting of certain temporary structures that are erected on state property. Permit requirements and exemptions are described below by type of structure. Permits are issued by BCOM (Virginia Bureau of Capital Outlay Management) and are submitted through Longwood's Capital Design & Construction Department. Permit applications must be submitted 30 days before the planned use.

## 2.0 Scope

A temporary structure is any structure that:

* can be readily and completely dismantled and removed from the site between periods of actual use and includes amusement devices, tents, stages, platforms, bleachers and grandstands.
* is installed for up to 180 days in any year.

This procedure applies to all temporary structures erected by or on behalf of Longwood University regardless of the applicability of a BCOM permit.

The BCOM permitting process is required for temporary structures on University operated state property. This includes Longwood's main campus, the First Avenue Field, the LCVA, the planned Admissions building, and the Hardy House. It does not apply to Real Estate Foundation (REF) owned properties.

# 3.0 Responsibilities

The Event Coordinator is responsible for providing a complete Temporary Structure Permit Application to EH&S at least 30 days prior to the planned event that will include use of temporary structures. The Event Coordinator is also responsible for complying with the conditions on the permit issued by BCOM as well as all applicable regulations.

EH&S is responsible for evaluating the safety of temporary structures, coordinating any scheduled site inspections with the State Fire Marshal's Office, and can coordinate the permitting process with Capital Planning and the Event Coordinator.

Conference and Events Scheduling is responsible for screening event registrations and notifying the Event Coordinator and EH&S when a temporary structure might require permitting.

Capital Design & Construction is responsible for submitting the completed permit application to BCOM.

# 4.0 Procedure Instruction

Temporary structures fall into six regulated categories: Tents, Stages, Platforms, Bleachers, Amusements and Other Temporary Structures. Minimum requirements for each type of temporary structure are listed below. Required information to be included in the BCOM permit application is listed in section VI.

All temporary structures erected on Longwood owned property (State and Foundation) must be maintained in such a way that they do not pose a safety hazard.

Events that include temporary structures must reserve the location that they are using through Conference and Scheduling Events Management System.

1. **Tents and Air Supported Structures:**

**Minimum Requirements:**  All tents and air supported structures, regardless of size must comply with the following:

* Owners of non-University tents must provide proof of adequate insurance to the Risk Manager.
* Tents must be sited at least 20 feet from the exterior of surrounding buildings and any other temporary structures.
* All cooking appliances or open flames to include grills must be at least 20 feet away from a tent, unless permitted by BCOM.
* Tents may not block:
  + any means of ingress or egress of other structures,
  + emergency fire lanes
  + fire protection equipment such as a fire hydrant, fire department connection, or post indicator valve.
* The tent must have the original manufacture’s tags attached indicating that the material of the tent is flame retardant.
* Tents may only be occupied during daylight, unless code compliant electrical lighting is provided.
* All tents are subject to removal by the Event Coordinator, EHS, Facilities Management, Capital Planning, or vendor due to severe weather.
* All Longwood owned tents must be secured with weights, tie-downs, or stakes.
* Tents secured with weights must be taken down when winds exceed 20mph
* Tents secured with stakes must be vacated when winds exceed 40mph
* For Tents equipped with side walls provide:
  + adequate clear paths for egress/exiting.
  + properly marked and lighted emergency exit signs.
  + fire extinguisher

**BCOM Permit Requirements:**

Permits are required for all tents and air supported structures:

* with more than 50 intended occupants

or

* used for cooking

or

* >900 square feet in size (including adjacent tents)

(*Tents must be separated by at least 20 feet in order to be considered separate tents*.)

Tents Specifically Exempted from Permitting:

* Tents used exclusively for camping
* A tent (or adjacent tents) with < 900 total square feet and no more than 50 intended occupants

1. **Amusement Devices:**

**Minimum Requirements:**

* A permit must be received prior to the start of the event and the usage of the device.
* All amusement devices must either bear a Virginia Amusement Device Inspection Seal, or be inspected prior to use by a contracted third party inspector.
  + The Event Coordinator is responsible for arranging the inspection.
  + The inspection of the amusement devices must be completed at least two hours before the start of the event.
  + For an inspection to be performed, the devices must be erected in the location in which it will remain for the entire event. The inspector will conduct the inspection and issue a report.
  + Any deficiencies that are noted in the inspector’s report must be corrected prior to usage of the device.
  + The device must pass a third party inspection before being used.
  + The inspector’s final report must be submitted to EHS.
* Many inflatable amusement devices fall under the Air Supported Structure under tents, in addition to these amusement requirements.

**BCOM Permit Requirements:**

The following are types of amusement devices that are specifically referenced in the Virginia Amusement Device regulations:

* Gravity Rides
* Concession Go-karts
* Inflatable Amusement Device
* Artificial Climbing Walls
* Bumper Boats
* Bungee Jumping
* Zip Lines

1. **Temporary Stages and Platforms**

**Minimum Requirements:**

* Must have a documented 125psf live load capacity
* No tripping hazards – all surfaces at the same level
* Supports in place in accordance with system documentation
* Adequate bearing plates or equivalent for the surface under the supports
* Platforms >8 inches high must have stairs with handrails
* Platforms >30 inches high must have 42 inch tall guardrails on all sides that don't face the audience

**BCOM Permit Requirements:**

Any temporary platform designed for people to stand on as part of an event requires a BCOM permit, except:

* Platforms that are 4 inches or less in height
* Stages that are for the dedicated use (owned, assembled, and used) of a performer

Temporary stages and platforms can be inside or outside.

1. **Temporary Bleachers and Grandstands**

**Minimum Requirements:**

* Must have a documented 125psf live load capacity
* Supports in place in accordance with system documentation
* Adequate bearing plates or equivalent for the surface under the supports

**BCOM Permit Requirements:**

Bleachers or grandstands that are temporary in nature and built or assembled on-site require a BCOM permit. Fully assembled bleachers that are moved between locations do not require a BCOM permit.

1. **Other Temporary Structures**

Any Temporary Structure not addressed here must obtain either a BCOM permit or a determination from BCOM that one is not necessary.

1. **Application Submission:**

A *Temporary Structure Permit Application* and required documentation should be submitted to Longwood's Department of Capital Design & Construction at least 30 days prior to the event. Applications submitted with less than 30 days notice may be denied outright.

In your planning phase, EH&S is available for consultation. Contact us directly or send a draft copy of the *Temporary Structure Permit Application* to [Safety@Longwood.edu](mailto:Safety@Longwood.edu)

All fees and costs are the responsibility of the event coordinator.

A copy of the BCOM permit must be posted in open view near the structure.

**All Temporary Structure permits applications must include:**

* 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
  + Roads & Sidewalks
  + Disability Access Route(s)
  + Property Lines (if Near the Event Site)
  + Grades greater than 5%
* 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:**

* Manufacturer's Specification or Cut Sheet for Each Device
* Device Serial Number
* Dimensions
* 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

# 5.0 Definitions

For the current definitions of terms used in this procedure refer to the Virginia State Fire Code, the Virginia Amusement Device Regulations, and the Virginia Construction and Professional Services Manual.

# 6.0 Related Documents

Temporary Structure Permit Application form

The Virginia State Fire Code

The Virginia Amusement Device Regulations

The Virginia Construction and Professional Services Manual.

# 7.0 Record Requirements

A copy of the issued BCOM permit must be displayed near the permitted structure.

**8.0 Appendices**

None