Procedure Guideline

DATE: 1 June 2015

TO: Event planners for temporary stage use on Grounds

FROM: Elaine B. Gall, P.E.
University Building Official

SUBJECT: TEMPORARY BUILDING PERMIT FOR A STAGE

All temporary stages erected on Grounds require a permit.

The following items are required from the event planner to secure a permit. Stage permit requests should be submitted to buildingpermitrequest@virginia.edu at the Office of the University Building Official (OUBO).

1) Complete the stage permit form (HECO-17a-TMP – Building Permit for Temporary Structure). Include the following information:
   - Date of event (dates stage will be erected/disassembled if different from date of the event)
   - Owner/installer of the stage
   - Occupancy load – max # of people occupying the stage
   - Stage dimensions and gross area
   - Responsible User – contact info of person submitting permit request
   - If the event is outdoors and an alternate same day rain location with stage is designated, include this information and a plan diagram (see #2) for the indoor location

2) A plan sketch showing the location of the stage relative to nearest buildings and/or temporary tents (if outside event), OR relative to nearest marked exits of the room (if inside). Stages which are higher than 7” above floor/grade require a stair or ramp w/ ADA-compliant handrails; show the location of the stair/ramp on the sketch.

3) An Engineer’s certification (i.e. a letter or platform design document that has been sealed and signed by a licensed engineer) verifying that the anchorage system of the stage platform has been designed in accordance with current code – VUSBC 2012 – is required. Certifications from Commonwealth Event Co, Skyline Tent Rental, and Virginia Tent Rental are already on file with OUBO. For other suppliers, the company furnishing the stage platform should be able to furnish this pre-certification.

TENT permits (using the same HECO-17a-TMP – Building Permit for Temporary Structure) should be submitted to fire-safety@virginia.edu. Events using both a tent and a temporary stage require a separate permit application for each structure.