

Procedure Guideline

DATE: 01 August 2017

TO: Event planners for use of Amusement Devices

FROM: Benjamin Hays, PE, SE, LEED AP, CBO - University Building Official

SUBJECT: **TEMPORARY BUILDING PERMIT FOR AN AMUSEMENT DEVICE**

- a) Provide to the Office of Property & Liability Risk Management a Certificate of Insurance from the vendor which names the University as Additionally Insured and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents." Some amusement vendors may state they have a Certificate of Insurance already on file, which should be verified with Risk Management. Each inflatable must be attended by employee(s) of the vendor for the duration of its use on grounds. Kristin S. Dinwiddie is the current contact and can be reached at ksj4n@virginia.edu.
- b) Request the vendor to provide the manufacturer manual for the particular amusement device, so that it may be reviewed prior to the inspection to ensure adequate information is provided. Also, request if a valid inspection sticker is applied to the amusement device, meaning it has been permitted within a six-month period for small mechanical rides or a one-year period for inflatable amusement
- c) Use the following link, [Temporary Structure Permit](#), to fill out a HECO-17a-TMP permit. Ensuring to provide all applicable information.

IMPORTANT NOTE: A permit application is not required for a small mechanical ride or an inflatable amusement device that has a certificate of inspection issued by any Virginia building department within a six-month period for small mechanical rides or a one-year period for inflatable amusement devices. However, this DOES NOT relieve the responsible user from completing the other requirements of this guideline.

- d) Provide a sketch showing the location of the amusement device relative to the closest building. Ensure to show exits for indoor or enclosed events, spacing between amusement devices, and location of supporting items such as generators. Code requires that amusement devices be at least 20 feet away from a building when located outside.
- e) Steps to the inflatable, if needed, shall be provided with handrails mounted so that the top of railings is within the allowed range of 34" – 38" above the leading edge of the treads with uniform height risers not to exceed 7". Objects on the floor in the path of egress shall not occur unless secured so as not to create a tripping hazard or barrier to accessibility.
- f) Once all applicable documentation is provided an inspection will be scheduled to ensure installation conforms to the manufacturer's requirements.

AMUSEMENT DEVICE PRE-INSPECTION GUIDELINE

- ☐ Verification from Risk Management that there is a copy of the vendors Liability Insurance on file, and the device to be used is an approved device. *Current contact is Kristin S. Dinwiddie 434.924.3850, ksj4n@virginia.edu*
- ☐ Verification that weather or not a new inspection sticker will be required which in turn means if a permit is required. A permit application is not required for a small mechanical ride or an inflatable amusement device that has a certificate of inspection issued by any local building department in the Commonwealth within a six-month period for small mechanical rides or a one-year period for inflatable amusement.
- ☐ Verification that permit has been completed and approved.
- ☐ Verification that anchorage information is clearly defined in manual provided. Information such as number of tie downs, weight of sand bags if an option, or depth of stacks if used.
- ☐ Verification that if stakes are used, Miss Utility has been notified 72 hours prior to the event, not including weekends or holidays, and the vendor has received a clear ticket from VA 811.
- ☐ Verify that the sketch provided shows that amusement devices are a minimum of 20 feet from the building if the event is outside.
- ☐ Verify forecasted weather for day of the event does not indicate a wind speed in excess of 25 mph unless manufacturer permits a higher wind speed.