

Temporary Stage Permits

Date: July 18, 2016

Last Revised: January 2, 2023

Reason for Policy:

Temporary stages installed at UVA require a permit in accordance with VUSBC 3103. This policy addresses the specific requirements for temporary stages used for short term events (less than 180 days).

Temporary tent permits are governed by the International Fire Code. Permit requirements for tents are available on the UVA [Fire Safety](#) website. Events that use both a temporary stage and temporary tent require a separate permit for each structure.

Policy Statement:

The following items are required prior to issuance of a temporary stage permit. Permit requests with this information can be emailed to: buildingpermitrequest@virginia.edu

1. A completed stage permit with the following information (permit can be found [here](#)):
 - Date(s) of event
 - Dates the stage will be installed and disassembled
 - Occupant load (the maximum number of people occupying the stage)
 - Stage dimensions
 - Responsible user (contact information for the individual submitting the request)
 - Relevant information and diagram if an indoor, alternate rain location is planned
2. A plan sketch showing the location of the stage relative to the nearest building(s) if located outside or the nearest marked exits if located inside
3. Stages higher than 7" generally require a stair and/or ramp with ADA-compliant handrails (some exceptions may apply). Show the location of the stairs and/or ramp on the sketch.
4. An engineering certification verifying compliance of the stage system with the current edition of the VUSBC. This certification may be in the form of a letter or technical documentation that is signed and sealed by a licensed professional engineer. Some stages less than 7" tall and smaller than 120 square feet may not need technical documentation. The OUBO structural engineer can confirm this.