

Procedure Guideline

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TO: Event planners for temporary stage use on Grounds

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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](mailto: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 permit applications are available on the [Fire Safety web page](#) and should be submitted to [fire-safety@virginia.edu](mailto:fire-safety@virginia.edu). *Events using both a tent and a temporary stage require a separate permit application for each structure.*