

Temporary Stage/Structure Permits

Date: July 18, 2016

Last Revised: February 2, 2026

Reason for Policy:

Temporary stages and structures installed at UVA require a permit from the Office of the University Building Official in accordance with VCC 3103. This policy addresses the requirements for temporary stages and structures, which includes any construction intended for occupancy, exclusive of tent(s), 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/structure and temporary tent require a separate permit for each.

Policy Statement:

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

1. A completed permit with the following information (permit can be found [here](#)):
 - Date(s) of event, dates the stage/structure will be installed and disassembled
 - Occupant load (the maximum number of people occupying the stage/structure)
 - Stage/structure dimensions
 - Responsible UVA contact
 - Site plan, diagram, or event layout indicating location relative to other buildings or room exits, locations of stair/ramp and furnishings. Identify alternate rain location if applicable.
2. An engineering certification, with signature and seal of a licensed professional engineer, documenting compliance of stage/structure system with the current edition of the VCC.
3. Temporary stage/structure shall meet all means of egress and accessibility requirements per VCC – stairs, handrails, and a ramp are to be provided for stages greater than 7”.
4. Identify power requirements and indicate from where power will be obtained.
5. Technical documentation as requested, such as, but not limited to: manufacturer installation manuals, design calculations, High Wind Action Plan, or flame performance criteria.