



Residential/Commercial Tent/Container for Temporary Use
(Tents 900 square foot or less with occupant load less than 50 are exempt from permit)

THIS IS AN OVER THE COUNTER PERMIT

You must submit an electronic copy along with a paper copy
Does not apply to special events

1. Completed Application Form

- Landowner Signature, Signed Contract or Landowner Representative Affidavit

2. Virginia State Contractors License (if applicable)

- VA State Contractors License for Electrician A/B/C
- VA State Tradesman Card & Tradesman Statement
- If the power is from the house or a portable generator than a license is not required.

3. You must provide the following information:

- You must maintain distances to the property lines from the proposed structure of at least a minimum of 20ft
- Use of tent _____
- Layout of Tables, Aisles, Exits, etc

Additional Information provided at inspection

- No Smoking Signs are required to be posted in conspicuous location
- Tent installation instructions
- Portable Fire Extinguishers are required to be installed in conspicuous location. Minimum rating shall be
- 2A-10B-C. The fire extinguisher shall be mounted so the top of the extinguisher is no more than 5 feet above the floor/ground. The maximum travel distance to the fire extinguisher is 75 feet
- No cooking allowed in the tent
- All tents shall have permanently affixed label bearing the identification of the size and fabric or material type
- A final Building inspection shall be obtained prior to occupying the tent
- A final Fire inspection shall be obtained prior to occupying the tent
- If the side curtains are closed exits shall be provided at the opposite ends of the tent and identified with and EXIT sign
- Will you need a weekend or after hours inspection
 - Will there be electric power provided? ____ Yes ____ No
 - If yes (Circle One) Generator or House electric

Note: A Building Office inspection (991)must be schedule 24 hours in advance once tent is erected by calling the automated scheduling system at 540-507-7087 and following the prompts.

Note: An Inspection is also Required by the Fire Marshall. He can be reached at 540-507-7900.

Applicant's Signature

Date

Building Approval/Date

FEES	
Residential	\$107.77
Residential w/ Electric	\$185.55
Commercial	\$185.55
Commercial w/ Electric	\$254.30

Zoning Approval/Date

July 1, 2016 thru June 30, 2017