



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
Non-electronic for 11x17 plans or smaller
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