

County of Shenandoah



DEPARTMENT OF COMMUNITY DEVELOPMENT
Shenandoah County Government Center
600 N. Main St., Suite 107
Woodstock, VA 22664
(540) 459-6185

TENT APPLICATION PACKET

County of Shenandoah



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APPLICATION FOR BUILDING PERMIT

PERMITS APPLIED FOR Building Electric Plumbing HVAC Gas
 Zoning Alarm Suppression Demo Other _____

Owner: _____ Phone: _____ Email: _____

Mailing Address: _____

Location of Jobsite: _____ Location In: Town County

Directions from County Office: _____

Purpose of Permit: New Building Addition Alteration Remodel Other _____

Use of Proposed Structure or Building: _____

Size of Proposed Structure or Building (Includes Basement) (Square Feet): _____ Ridge Height of Purposed Structure of Building _____ Ft.

Description of Work: _____

Single Family Dwelling Mobile Home Modular Townhouse Commercial Industrial Multi-Family Dwelling

<u>Cost of Improvement</u>	<u>Type of Construction</u>	<u>Type of Sewage Disposal</u>	<u>Type of Foundation</u>
Building: \$ _____	_____	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Crawlspace
Electric: \$ _____	_____	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Unfinished Basement
Plumbing: \$ _____	Type of Heat/AC _____ _____	<u>Type of Water Supply</u>	
Heat/AC: \$ _____		<input type="checkbox"/> Public Water	<input type="checkbox"/> Finished Basement
Other: \$ _____		<input type="checkbox"/> Private Well	<input type="checkbox"/> Slab on Grade
Total: \$ _____	_____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Post to Footing

of Stories: _____ # of Bedrooms: _____ # of Full Baths: _____ # of Half Baths: _____ Garage: Attached Detached None

Contractor: _____ Phone #: _____ Cell #: _____

Email: _____ VA Contractor License #: _____ VA Class: A B C County License

Mechanic's Lien Agent: _____ None Designated

I Certify the Above Information is True and Correct to the best of my knowledge:

Owner Lessee Contractor Agent Architect/Engineer

Applicant Signature: _____ Phone #: _____ Email: _____

Print Name: _____ Date: _____ Best way to contact you: _____

Shenandoah County
Department of Building Inspections
600 N. Main Street, Suite 107
Woodstock, VA 2266

Tent & Other Membrane Structures Review Form

STEP ONE: Fill in the below information

Applicant: _____ Owner: _____

Address of the event: _____

E-Mail Address: _____ Telephone(s) #: _____

Mailing Address: _____

Description of what is planned and how it is to be used: _____

STEP TWO: Answer the below questions

1. Type of structure Tent Air-Inflated structure Air-Supported structure Membrane structure
2. Is the tent under 400 square feet? Yes No
3. Is the tent over 15,000 square feet? Yes No
4. Is the tent enclosed? Yes No
5. What is the time period in which the structure is going to be used? _____ to _____
6. Will there be multiple tents joined together? Yes No
7. What is the total number of people that will be in the structure? _____
8. What is the number of exits? _____ N/A Tent is completely open on **all** sides
9. What is the size of the exits? _____ N/A Tent is completely open on **all** sides
10. Will exit doors be closed? Yes No
11. For structures with an occupant load greater than 50 what type of exit lights will be used? N/A
 Exit lights listed/labeled in accordance with UL 924 externally illuminated by power supply
12. Does the tent have a label affixed it identifying the size and fabric or material type? Yes No
13. How many fire extinguishers will be located in the tent? _____
14. Will there be cooking inside the structure? Yes No
15. Will LP gas be used? Yes No
16. Will there be flammable or combustible liquids used? Yes No
17. Will there be vehicles inside the structure? Yes No
18. Will generators be used? Yes No

STEP THREE: Create a site plan

We accepted many different methods of site plans to include hand drawings and/or a professional drawing.

In order to conduct a complete review in a timely matter it is important to have the following on the site plan, some items may not be applicable;

OUTSIDE SITE PLAN

Project

- Location and dimensions of the structure and any other structures
- Location of parking area
- Distance from other structures, parking area, and lot lines
- Location of LP tanks and flammable/combustible liquids

Access Roads

- Location of existing access roads (include width and length)
- Location of temporary access roads (include width and length)
- Surface of all access roads/streets (i.e. gravel, pavement)
- Location of any gates (length of gate, and if the gate is going to be secured and by what means)

INSIDE SITE PLAN (Only required for tents having more than 50 people located inside)

Structure

- Location of exits
- Location of exit pathways
- Location of fire extinguishers
- Arrangement of table, seats, and other furniture items
- Location and type of heating and electrical equipment
- Seating capacity

STEP FOUR: Provide the following documents with the application

1. A certificate, executed by an approved testing laboratory, certifying that the tent and membrane structure and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701 **or** shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit. (This documentation may be obtained with the tent rental company or the tent manufacture)
2. An affidavit or affirmation shall be submitted attest to the following information relative to the flame propagation performance criteria of the fabric:
 - 1) Names and address of the owners of the tent or air-supported structure.
 - 2) Date the fabric was last treated with flame-retardant solution.
 - 3) Trade name or kind of chemical used in treatment.
 - 4) Name of person or firm treating the material.
 - 5) Name of testing agency and test standard by which the fabric was tested.

STEP FIVE: Submit application

Once all steps have been completed, the application along with a site plan and required documents can be submitted in the following methods

1. E-Mailed to mgriffey@shenandoahcountyva.us
2. Mailed or delivered to: 600 North Main Street, Suite 107, Woodstock, Virginia 22664
3. Faxed to 540-459-6193

SPECIAL NOTE:

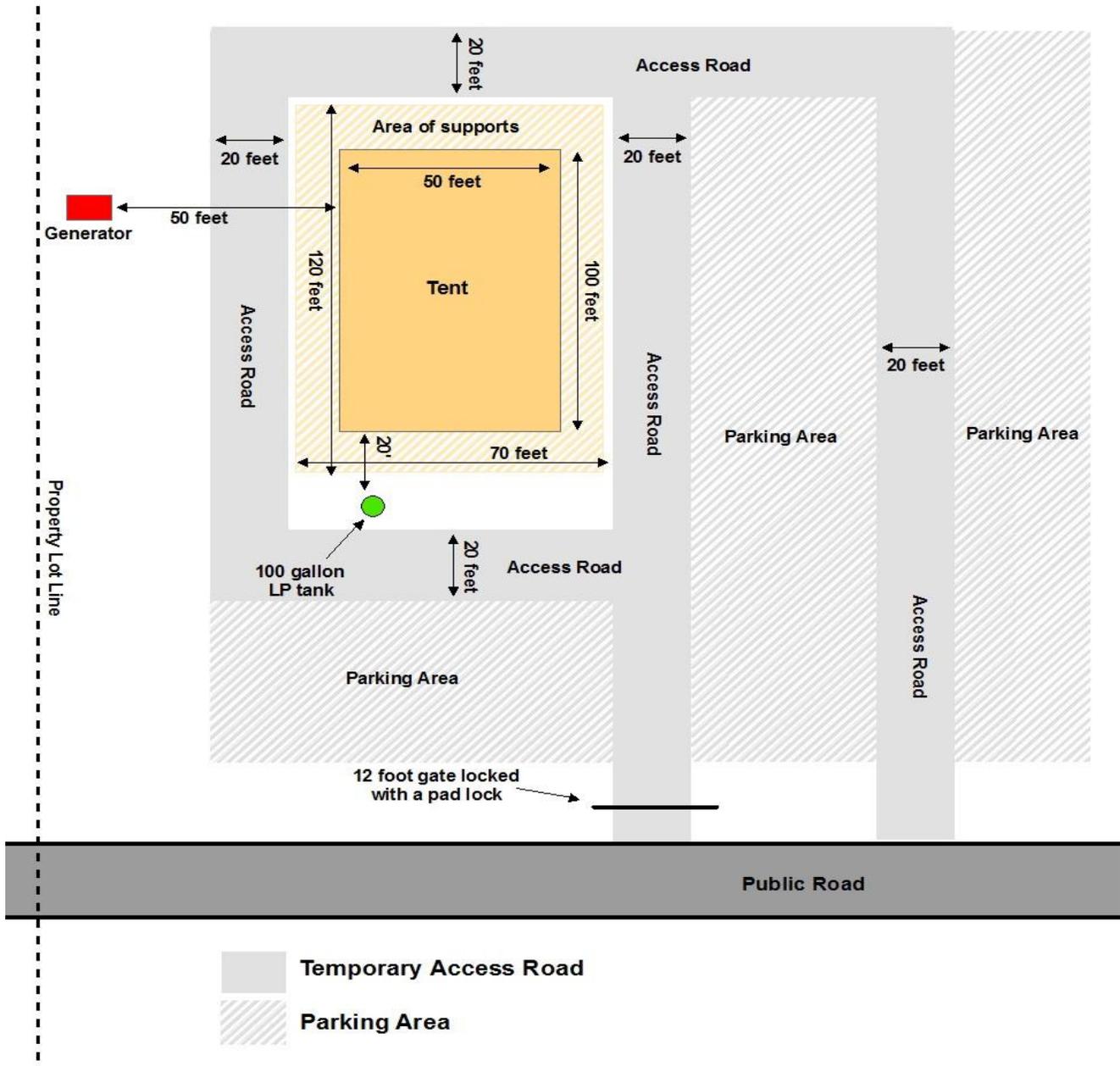
Site plans should be submitted to the Shenandoah County Department of Building Inspection Office at least one week prior to the required deadline submission for obtaining a permit.

If at any time you are having difficulty in filling out the application please do not hesitate to contact the Building Inspection Office.

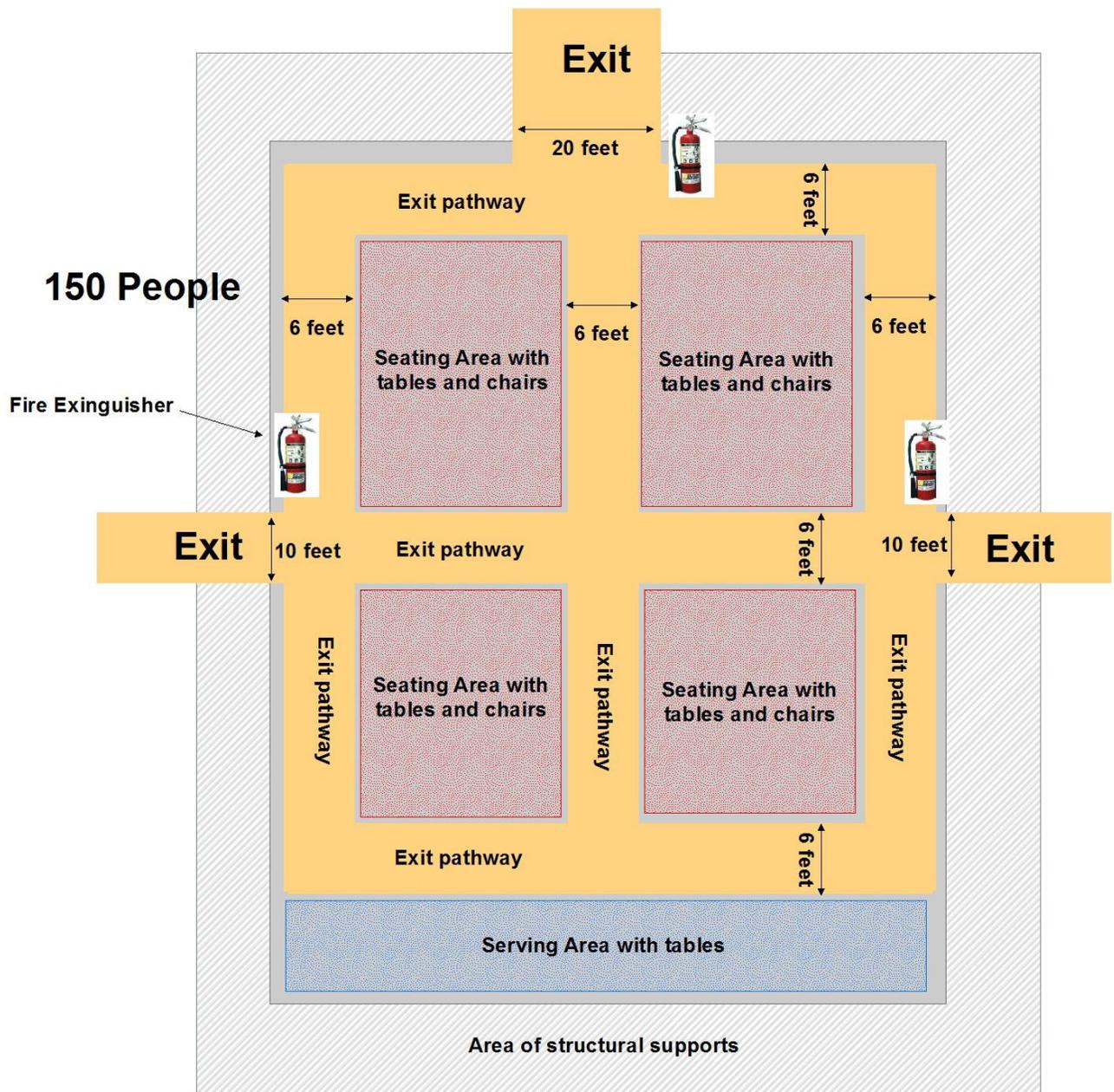
E-Mail mgriffey@shenandoahcountyva.us / Office phone #: 540-459-6185

EXAMPLE OF HAND DRAWN MAP:

Site Map



Tent Arrangement



REMINDER OF FIRE CODE REQUIREMENTS:

Combustible materials: Hay, straw, shavings or similar combustible materials shall not be located within the tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.

Smoking: Smoking shall not be permitted in tents or membrane structures. *Approved* "No Smoking" signs shall be conspicuously posted.

Open or exposed flame: Open flame or other devices emitting flame, fire or heat or any flammable or *combustible liquids*, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless *approved* by the *fire code official*.

Fireworks: Fireworks shall not be used within 100 feet of tents or membrane structures.

Spot lighting: Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet of such equipment shall be protected with *approved* noncombustible insulation not less than 91/4 inches thick.

Clearance: There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside membrane structures.

Fire Extinguisher: Must have access to a fire extinguisher within the tent and be no more than 75 feet travel distance.

Heating and Cooking Equipment

Installation: Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*.

Venting: Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with *approved* spark arresters when required. Where vents or flues are used, all portions of the tent or membrane structure shall be not less than 12 inches from the flue or vent.

Location: Cooking and heating equipment shall not be located within 10 feet of *exits* or combustible materials.

Operations. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved by the Shenandoah County Building Inspection Department.

Cooking tents: Tents with sidewalks or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet

Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.

Electrical heating and cooking equipment: Electrical cooking and heating equipment shall comply with NFPA 70.

LP-GAS / Propane

Location of containers: LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure.

Containers 500 gallons or less. Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than 10 feet.

Containers more than 500 gallons. Portable LP-gas containers with a capacity of more than 500 gallons shall have a minimum separation between the container and structures not less than 25 feet.

Protection and security. Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an *approved* location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

Generators: Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other *approved* means.

Location of Tent: Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. (note: contact building inspection office for exceptions that may apply)