

## Temporary Structure Permit Application

Complete one form for EACH of the following: Tent(s) over 400 square feet, amusement device(s), or stage(s) / platform(s). For additional information and the required documentation, refer to the *Temporary Structure Permit Guide*. Fax completed Permit Application Packet to the Environmental Health & Safety Office at 703.993.8996.

### SECTION 1 - EVENT CONTACT INFORMATION

**Conference Administration Coordinator Name**

**Phone Number**

**Email**




**Event Coordinator Name**

**Cell Phone Number**

**Email**




### SECTION 2 - EVENT INFORMATION

**Name of Event**

**Date of Event**

**Time of Event**




**Purpose of Structure During the Event:**

**Proposed Time for  
Site Safety Inspection**



**Nearest Building**

**Distance to Nearest Building / Structure (ft)**

North:

South:

East:

West:

### SECTION 3 - STRUCTURE DETAILS

**Type of Structure:**  Tent  Amusement Device  Temporary Stage/Platform

**Name of Rental Company or Owner of the Structure**

**Emergency Phone Number**



**Structure Erected By**

**Structure Size - Including Anchoring Devices (ft)**

Length:

Width:

Height (at edge or sidewall):

**Method Used for Anchoring**

### SECTION 4 - COMPLETE FOR TENTS ONLY

**Number of Sidewalls:**

### SECTION 5 - COMPLETE FOR AMUSEMENT DEVICES ONLY

**Name of the Person/Company Inspecting Device**

**Phone Number**

**3rd Party Inspection Date/Time**




### SECTION 6 - COMPLETE FOR TEMPORARY STAGE/PLATFORM ONLY

**Manufacturer**

**Floor Load Rating (psf)**

## SECTION 7 - PERMIT APPLICATION PACKET MATERIALS

In addition to Page 1 of this application, the following additional materials must also be submitted. Refer to the *Temporary Structure Permit Guide* for details.

### All Packets Include:

- Temporary Structure Permit Application.*
- Site plan showing location of proposed structure, surrounding buildings, and streets.

### Tents Packets Also Include:

- Detailed site plan, including method of tie-down and/or anchorage, and location of surrounding buildings or structures.
- Detailed floor plan with egress and exits shown (for tents with sidewalls) and furniture/equipment arrangement.
- Certificate of flame resistance (only for tents over 400 square feet).
- Evidence (e.g. email, statement, or markings) that Miss Utility and Facilities Management Customer Service Center have been contacted and all utilities are marked (only for tents that require stakes to be used for anchoring).

### Amusement Device Packets Also Include:

- Detailed site plan indicating the layout of amusement devices including location of surrounding buildings, tents, stages, and other event equipment.
- Certificate of insurance that satisfies university and commonwealth minimum insurance requirements.
- Copy of the *Student Services Entertainment and Event Agreement* (available at [risk.gmu.edu](http://risk.gmu.edu)).

### Temporary Stage/Platform Packets Also Include:

- Detailed site plan including method of anchorage and location of surrounding buildings or structures.
- Detailed floor plan with egress and exits shown and furniture/equipment arrangement.
- Detailed plan of ramp(s) provided for disability access.