



Inspections Department

Mark A. Fleet, Building Code Official
540/665-5650
Fax 540/678-0682

TEMPORARY STRUCTURES

Tent(s) & Amusement Device(s)

Tents over 900 square feet, including air-supported, air-inflated, membrane-covered cable and membrane-covered frame structures, erected for a max 180 days, require

1) a copy of the tie down information as per the manufacturer of the tent, if available, and 2) a copy of the flame resistance certificate for each tent being erected

Amusement Device means (i) a device or structure open to the public by which persons are conveyed or moved in a manner for diversion and (ii) passenger tramways. Please provide 1) proof of insurance 2) a complete list of all rides (example: moon bounce, air structure slide, etc) and 3) information on each ride

Others: Please contact our office for other temporary structures not mentioned and for temporary stages. 540 665-5650

Please contact [Frederick County Administration Office](#) to verify requirements for a festival permit

Submit this information, as well as, any additional information that may be required by the Building Official to determine compliance with the Virginia Uniform Statewide Building Code and the International Building Code.

The permit & application will be reviewed by:

The Planning & Zoning Department to ensure compliance with setback requirements

The Inspection Department to ensure compliance with The Uniform Statewide Building Code

You will be contacted when your permit has been approved and is ready to be issued, or if there is additional information required to complete the review process.

Approval of a temporary tent or membrane structure is finalized through a site inspection by the Building Inspections office and the Fire Marshal's office prior to use of the structure. A list of minimum requirements is available through the Frederick County Fire Marshal's Office. Please review [the minimum requirements](#) prior to erecting a tent or membrane structure.

Application are taken Mon-Fri 8 am- 4:30 pm. Permits are issued Mon – Fri from 8 am – 3 pm

DATE: _____

PERMIT # _____

(For Office Use Only)

**APPLICATION FOR PERMIT
For Temporary Structure**

Owner's Name: _____

Address: _____

Phone Number: _____

Please list a daytime phone number in which you can be reached in case of questions

Contractor's Name: _____

Address: _____

Phone Number: _____

Please list a daytime phone number in which you can be reached in case of questions

LOCATION OF PROPERTY

Subdivision: _____ Lot Number _____

Street Name: _____

Tax Map Identification Number of the Property: _____

Directions to the job site: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

JOB VALUE: _____

Permit For: (check all that apply)

_____ Temporary Tent - Size¹ of tent: _____ ft x _____ ft (attach flame retardant certificate)

_____ Temporary Stage - Size of stage: _____ ft x _____ ft

_____ Amusement Rides (attach a detailed list of the manufacturer, serial number, and name of the ride(s))

_____ Other _____

I hereby agree to comply with all provisions of the Virginia Uniform Statewide Building Code and the Zoning Ordinance as adopted by the County of Frederick.

Signature of Applicant _____

APPLICANT PLEASE PRINT _____

_____ Contractor _____ Owner _____ Agent _____ Engineer/Architect

*Agents, please note that a signed authorization from the owner or contractor must be attached.

¹Exemptions from application for permit per Virginia Construction Code, Section 108.2:

Tents or air-supported structures, or both, that cover an area of 900 square feet or less, including within that area all connecting areas or spaces with a common means of egress or entrance, provided such tents or structures have an occupant load of 50 or less persons.