



College of

# WILLIAM & MARY

**Office of the Associate Vice President for Facilities Management  
and the Office of the College Building Official**

**P.O. Box 8795**

**Williamsburg, VA 23187-8795**

**757/221-2275, Fax 757/221-2254**

**DIRECTIVE: 510**

**Date: July 26, 2012**

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**SUBJECT:** Tent, Platform and Amusement Device Permit Procedures

**PURPOSE:** To establish procedures to obtain temporary permits for tents, platforms and amusement devices for events.

**CANCELLATION:**

a. This Directive supersedes and cancels Facilities Management Directive 510, Tent and Stage/Platform Permit Procedures, dated December 5, 2006; and Directive 510, Tent, Platform and Amusement Device Permit Procedures, dated March 29, 2010.

b. This Directive also supersedes and cancels Facilities Management Directive 520, Vendor Tent and Stage/Platform Erection Requirements, dated December 5, 2006.

**POLICY:** A permit and/or inspection is required for all subject temporary structures erected on the College of William and Mary, Virginia Institute of Marine Science (VIMS) and Richard Bland College properties. As these and similar structures present a very high potential for accidents and injuries in the case of fire or collapse, The College Building Official and the Associate Vice President for Facilities Management, in an effort to assure the safety of occupants, and to comply with the 2009 Virginia Statewide Fire Prevention Code (VSFPC), the 2009 Virginia Uniform Statewide Building Code (VUSBC) and the 2009 Virginia Amusement Device Regulations (VADR), have established this joint policy for issuance of a permit. For more information regarding permitting requirements please contact Code Review at 221-5294.

**DEFINITIONS:**

- **AMUSEMENT DEVICE.** A device or structure, open to the public, by which persons are conveyed in an unusual manner for diversion.
  - Six categories of Amusement Devices are specifically referenced in the VADR:
    1. Gravity Rides
    2. Concession Go-karts
    3. Inflatable Amusement Devices
    4. Artificial Climbing Walls
    5. Bumper Boats
    6. Bungee Jumping
- **PLATFORM.** A raised area used for worship, the presentation of music, plays or other entertainment; the head table for special guests; the raised area for lecturers and speakers; boxing and wrestling rings; theater-in-the-round stages; and similar purposes wherein there are no overhead hanging curtains, drops, scenery or stage effects other than lighting and sound. A temporary platform is one installed for not more than 30 days.

- **STAGE.** A space within a building utilized for entertainment or presentations, which includes overhead hanging curtains, drops, scenery or stage effects other than lighting and sound.
- **TEMPORARY STRUCTURE.** Those structures erected for a period of less than 180 days.
- **TENT.** Any structure, enclosure or shelter which is constructed of canvas or pliable material supported in any manner except by air or the contents it protects.
- **USER.** Staff person or Department responsible for permitted tent, platform or device.
- **VENDOR.** Individual or Contractor responsible for supplying and erecting permitted tent, platform or device.

## PROCEDURE:

### General:

- **Permits are required for tents with areas greater than 900 square feet, OR any tent with more than 50 occupants OR any tent located less than 20 feet from buildings and/or property lines.** Permits are not required for tents which have an area of 900 square feet or less, have fewer than 50 occupants and are located 20 feet or more from the nearest building. Tents and other membrane structures erected for a period of less than 180 days shall comply with the International Fire Code and **must have a FIRE SAFETY INSPECTION** (see Inspection below).
- **Permits are required for all Platforms greater than 4 inches in height.**
- **Permits are required for all Amusement Devices.**
- **There are no fees required for Tent/Platform/Amusement Device permits.**

### Application:

- Submit an application with the following information **at least 10 calendar days prior to the event** to allow sufficient time to process an application package:
  - Applicant/User name, phone and email information.
  - Name of the event with dates, times and number of people that will occupy the tent/ platform.
  - Site plan indicating the tent/amusement device location and distances to the nearest building(s).
  - Tent floor plan indicating the furnishing layout such as platforms, tables, chairs, food service, egress aisles and exits.
  - Tent/ platform/amusement device vendor contact information.
  - Tent Certificate of flame resistance conforming to NFPA 701. All tents must have the certification of flame resistance affixed to each separate tent panel.
  - Provide appropriate documentation that Amusement Devices conform to 2009 Virginia Amusement Device Regulations.
  - Method of tent/amusement device anchorage.
  - Product Catalog data for the platform/amusement device indicating the overall Size of tent/platform/amusement device.
  - Dimensions and load capacity.
  - Electrical Power Requirements, including;
    - The total number and location of 120 volt, 20 amp outlets needed.
    - Voltage, amperage and location of any special outlets.
- For assistance in preparing a permit application package refer to **Agency Contact List** attached.

**Permit:**

- The application package will be processed by the College of William & Mary Code Review and must be approved by the College Building Official.
- Once the permit package has been processed, a Building Permit for Temporary Structure Form HECO-17TMP, will be issued to the applicant and the tent, platform or amusement device may be erected.
- When requested, an **ANNUAL PERMIT** for temporary structure configurations used repeatedly throughout the fiscal year may be issued to avoid the need for a separate application and permit for each use. The user must notify Code Review each time the Annual Permit is used.

**Inspection:**

- Once the temporary structure is erected, please contact Code Review, 221-5294 for coordination of inspections.
- **Amusement devices and all tents regardless of size, occupancy or location, must be inspected for FIRE SAFETY.**
- **Any temporary structure using electric power must have an ELECTRICAL INSPECTION.**
- Refer to the attached Agency Contact List.

**USER OBLIGATIONS:**

- Comply with Permit Special Conditions and Stipulations.
- Prohibit smoking and the use of open flame producing devices within 20 feet of the tent or amusement device.
- Provide and maintain adequate clear paths for egress.
- Provide and maintain required number of self-illuminated exit signs.
- Provide and maintain required barriers, guards and safety appurtenances.
- Tents shall be spaced a minimum of 10 feet between stake lines or as necessary to provide means of egress. The area of tents spaced closer than 10 feet shall be combined and have the aggregate area used for permit considerations.
- The amusement device Vendor shall provide documentation certifying that devices and any auxiliary equipment comply with the VADR.

**Requirements for Tents:**

- Prior to erecting all tents, the tent **Vendor shall contact the Miss Utility Hotline 1-800-552-7001** to have all underground utilities marked.
- Provide Miss Utility ticket number for submission with application.
- All tents must have a Certificate of Flame Resistance conforming to NFPA 701 affixed to each separate panel of the tent.
- At least one (1) multi-purpose (ABC) fire extinguisher shall be provided in each tent located at an exit. Fire extinguishers may be supplied by Environment Health and Safety upon request (refer to Fire Safety Inspection contact).
- Tents shall be erected a minimum of 20 feet away from all structures and property lines, unless otherwise approved in writing by the College Building Official.
- A minimum distance of 10 feet between stake lines of adjacent tents is required. Tents spaced closer than 10 feet shall use the aggregate area of all the tents for permit considerations.
- Each tent shall have a minimum of two (2) exits, each a minimum of 72 inches wide. Additional

exits shall be provided in accordance with VSFPC Table 2403.12.2 where the Occupant Load is 200 or greater. Exits shall be evenly distributed around the perimeter, located as approved on the tent permit.

- Exit signs shall be installed at required exits and where otherwise necessary to indicate clearly the direction of egress.
- Where designated exits are required, self-luminous type exit signs are required. The tent vendor should provide this service, however please contact the College of William and Mary Fire Safety Officer or the VIMS Safety Officer for additional information on self-illuminated exit signs.
- Minimum aisle width shall be 44 inches where there are more than 50 occupants. Aisle width between table and seating shall be measured 19 inches away from the edge of a table.
- The required widths of exits, aisles and passageways to a public way (public street/sidewalks) shall be maintained at all times and extend to a public way.
- Tents shall not block any means of egress to other structures or emergency fire lanes.
- Combustible vegetation (mulch, leaves, tree limbs, etc. but not grass) shall be removed from under the tent and from areas within 30 feet of the tent.
- All tents shall be guyed, supported, braced and anchored to withstand a minimum 5 psf wind pressure acting away or towards the projected area of the tent.
- All tents, regardless of area, shall be taken down in the event that winds exceeding 40 mph are predicted in the vicinity of the tent location.
- Electrical equipment in tents shall be installed and operated in a safe and professional manner and shall be inspected prior to use by a qualified person from Facilities Management. All electrical equipment and exterior lighting shall be properly grounded for the protection of personnel by using an approved Ground-Fault Circuit Interrupter (GFCI). Multi-plug adapters, such as cube adapters, and non-fused plug strips are not allowed.

#### **Requirements for Platforms:**

- Platforms shall be in good condition, adequately braced, and anchored to resist the applied loads. The legs of the platform placed on soft soils shall be placed on a minimum 6 inch square plywood pad to prevent sinking in the soil.
- Each platform leg shall be adequately shimmed as required to provide a level and stable performance surface to eliminate tripping.
- Platforms more than 30 inches in height shall have VUSBC-compliant guards on sides and back of stage.
- Electrical equipment on platforms shall be installed and operated in a safe and professional manner and shall be inspected prior to use by a qualified person from Facilities Management. All electrical equipment and exterior lighting shall be properly grounded for the protection of personnel by using an approved Ground-Fault Circuit Interrupter (GFCI). Multi-plug adapters, such as cube adapters, and non-fused plug strips are not allowed.

#### **Requirements for Amusement Devices:**

- Prior to erecting any amusement device, the **device Vendor shall contact the Miss Utility Hotline 1-800-552-7001** to have all underground utilities marked in the vicinity of the devices proposed location.
- Provide Miss Utility ticket number for submission with application.
- Provide appropriate fences and barriers to control access and by-stander safety.
- Exit signs shall be installed at required exits and where otherwise necessary to indicate clearly the direction of egress.

- All devices shall be guyed, supported, braced and anchored to withstand a minimum 5 psf wind pressure acting away or towards the projected area of the device.
- All amusement devices shall be taken down in the event that winds exceeding 25 mph are predicted in the vicinity of the device location.
- Electrical equipment for devices shall be installed and operated in a safe and professional manner and shall be inspected prior to use by a qualified person from Facilities Management. All electrical equipment and exterior lighting shall be properly grounded for the protection of personnel by using an approved Ground-Fault Circuit Interrupter (GFCI). Multi-plug adapters, such as cube adapters, and non-fused plug strips are not allowed.
- All amusement devices erected on the Campus of William and Mary, the Virginia Institute of Marine Science (VIMS) or Richard Bland College shall be inspected prior to use. The device vendor shall arrange the inspection with the designated inspector once the amusement device has been erected.
- All devices shall conform to the following standards:
  - ASTM F2374, Standard Practice for Design, Manufacture, Operation and Maintenance of Inflatable Amusement Devices.
  - ASTM F1159, Standard Practice for Design and Manufacture of Patron Directed, Artificial Climbing Walls, Dry Slide, Coin Operated and Purposeful Water Immersion Amusement Rides and Devices and Air Supported Structures
- The design shall be sufficient to allow for evacuation in the event of deflation without entrapment or injury to users.
- Provide copy of manufacturer's instructions for set-up, operation and maintenance on-site.
- Follow Installation/Operation manual for site layout, inflation procedures, ropes, tethers, tie-downs, anchors, use temperature range, maximum number of users, size of users.
- Provide a minimum of one operator/attendant for each inflatable device.
- Provide two operators/attendants for large inflatable devices (greater than 15 feet high).
- Place and use anchors at each and every position required by the manufacturer, at all times, for both indoor and outdoor use.
- DO NOT exceed manufacturer's requirements for maximum loads by weight or number of users for individual devices.
- Unload and deflate any inflatable device when wind speed exceeds 25 mph.
- Check that electrical cords, plugs, sockets and switches are not damaged and are properly sized and grounded.
- If electrical generators are used provide ground rods.

Dave Shepard, P.E.  
Associate Vice President

Robert P. Dillman, P.E.  
College Building Official

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**AGENCY CONTACT LIST**  
**for**  
**Permit Application Assistance and Inspections:**  
(July, 2012)

**The College of William and Mary, Code Team, Department of Facilities Management**

All Temporary Permit Applications shall be submitted to the College of William and Mary Code Review Team: Richard S. Phillips, P.E. 757-221-5294 or [rsphillips@wm.edu](mailto:rsphillips@wm.edu) for review prior to the granting of a Permit by the College Building Official. The following is a list of individual contacts at each campus ready to assist in the process:

- For assistance in preparing a permit application package please contact:  
College of William and Mary:  
Richard Phillips, 757-221-5294, or [rsphillips@wm.edu](mailto:rsphillips@wm.edu),  
Virginia Institute of Marine Science:  
Ron Herzick, 804-648-7824 or [rherzick@vims.edu](mailto:rherzick@vims.edu),  
Richard Bland College:  
Nate Jellerson, 804-863-4001 or [gjellerson@rbc.edu](mailto:gjellerson@rbc.edu),
- For assistance in providing electrical information contact Mike Marrs, Facilities Management, at the College of William and Mary: 757-221-2273 or by e-mail at [jmmarr@wm.edu](mailto:jmmarr@wm.edu) .
- Fire Safety Inspection:  
College of William and Mary:  
Sandra Prior, Director Environment, Health & Safety, 757-221-2146 or [slprio@wm.edu](mailto:slprio@wm.edu)  
Virginia Institute of Marine Science:  
Tom Grose, Safety Officer, 804-684-7152 or [twgrose@vims.edu](mailto:twgrose@vims.edu)  
Richard Bland College:  
George (Nate) Jellerson, 804-863-4001 or [gjellerson@rbc.edu](mailto:gjellerson@rbc.edu)
- Electrical Inspection Contact:  
College of William and Mary:  
Mike Marrs, Facilities Management: 757-221-5294 or [jmmarr@wm.edu](mailto:jmmarr@wm.edu)  
Virginia Institute of Marine Science:  
Tom Grose, Safety Officer, 804-684-7152 or [twgrose@vims.edu](mailto:twgrose@vims.edu)  
Richard Bland College:  
Steve Jenkins, Head Electrician, 804-863-4003 or [sjenkins@rbc.edu](mailto:sjenkins@rbc.edu)

# **TENTS, AMUSEMENT DEVICES, STAGES At the College of William and Mary Must Have a Permit**

Tents, Amusement Devices including Inflatables, and/or Stages or Platforms are all defined as *temporary structures*. They require a building permit issued by the College's Building Official, and an inspection by Facilities Management whether the *temporary structure* is on the College of William and Mary, the Virginia Institute of Marine Science (VIMS) or Richard Bland College.

## **General:**

- There are **NO FEES** for *Temporary Structures* permits or inspections.
- Permits are required for tents with areas greater than 900 square feet, **OR** any tent with more than 50 occupants, **OR** any tent located less than 20 feet from buildings and/or property lines.
- Permits are required for all Stages/Platforms greater than 4 inches in height.
- Permits are required for all Amusement Devices.

## **Inspections:**

- All inspections are coordinated and conducted by Facilities Management.
- Amusement devices and **ALL TENTS** regardless of size, occupancy or location, must be inspected for **FIRE SAFETY**.
- Any *temporary structure* using electric power must have an **ELECTRICAL INSPECTION**.
- Prior to erecting any *temporary structure* requiring anchors, stakes or rods driven into the ground, the Installer must contact the **MISS UTILITY HOTLINE** at 1-800-552-7001 and have all underground utilities marked in the vicinity of the proposed location. The Miss Utility ticket number must be provided at the time of inspection.

To learn more about **PERMIT REQUIREMENTS** for *temporary structures*, refer to:

## **FACILITIES MANAGEMENT DIRECTIVE 510**

<https://www.wm.edu/offices/facilities/directives/Dir510.pdf>

For help with questions or in preparing a permit application and scheduling inspections, contact:

- College of William and Mary: Richard S. Phillips, 757-221-5294, [rshellips@wm.edu](mailto:rshellips@wm.edu) ,
- Virginia Institute of Marine Science: Ron Herzick, 804-648-7824, [rherzick@vims.edu](mailto:rherzick@vims.edu),
- Richard Bland College: Nate Jellerson, 804-863-4001, [gjellerson@rbc.edu](mailto:gjellerson@rbc.edu)

Permit applications submitted 10 days before the event receive priority attention. Applications are submitted to Richard S. Phillips, P.E. 757-221-5294, [rshellips@wm.edu](mailto:rshellips@wm.edu)



## Information Required for Temporary Structure Permit:

**1. Download the most recent Facilities Management Directive 510**, available online from William & Mary Facilities Planning, Design and Construction:

<https://www.wm.edu/offices/facilities/directives/510.pdf>

**2. Read Directive 510**

**3. Provide the following information:**

Permit for:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Tent     | <input type="checkbox"/> Amusement Device |
| <input type="checkbox"/> Platform | <input type="checkbox"/> Other Structure  |

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

User/Applicant: \_\_\_\_\_

Representing Campus Department/Organization: \_\_\_\_\_

User/Applicant Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Vendor / Supplier (company): \_\_\_\_\_

Vendor Contact (individual): \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Campus Location: \_\_\_\_\_ Name of Nearest Building: \_\_\_\_\_

Distance from Building/Structures: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Temporary Structure Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Sketch of Installation:

**4. Contact for questions and assistance:** Richard S. Phillips, P.E., 757-221-5294, [rsphillips@wm.edu](mailto:rsphillips@wm.edu)  
College of William and Mary Code Review Team

**TENT INSPECTION CHECKLIST**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No: \_\_\_\_\_ Annual? Yes No (circle one)

Configuration/Dimensions: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

***Prior to erecting any tents the utility locations must be marked by Miss Utility 1-800-552-7001***

\_\_\_\_\_ 1. Miss Utility Marking Ticket Number: \_\_\_\_\_

\_\_\_\_\_ 2. Separation Distances:

Buildings \_\_\_\_\_ Other Tents \_\_\_\_\_ Cooking Equipment \_\_\_\_\_ Combustibles \_\_\_\_\_

***Fire Safety and Egress***

\_\_\_\_\_ 3. Certificate of Flame Resistance (NFPA 701) attached to each panel \_\_\_\_\_

\_\_\_\_\_ 4. Exits: Number \_\_\_\_\_ Width \_\_\_\_\_ Approved Exit Signs: \_\_\_\_\_

\_\_\_\_\_ 5. Fire Extinguisher(s): \_\_\_\_\_ Located at Exit: \_\_\_\_\_

***Anchorage capable of resisting wind forces***

\_\_\_\_\_ 6. Anchoring systems are secure and intact. Tie downs intact, not worn or chafed

\_\_\_\_\_ 7. Furnishing:/ Aisles: \_\_\_\_\_ Platforms \_\_\_\_\_

***Electrical Equipment Properly Installed and Inspected***

\_\_\_\_\_ 8. Electrical cables properly protected, sized, in good condition and no exposed electrical contacts.

\_\_\_\_\_ 9. Electrical equipment properly grounded.

*Code Review Contact Richard Phillips, P.E. by telephone at 757-221-5294 or by e-mail at [rsphillips@wm.edu](mailto:rsphillips@wm.edu).*

Inspection report submitted by: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Signature: \_\_\_\_\_

## TEMPORARY PLATFORM INSPECTION CHECKLIST

Location : \_\_\_\_\_

Permit No: \_\_\_\_\_ Annual? Yes No (circle one)

Configuration/Dimensions: \_\_\_\_\_ Height above Grade or Floor: \_\_\_\_\_

***Platform system for deck and support must have documented 125 p.s.f. live load capacity .***

- \_\_\_\_\_ 1. All sections of platform forming a continuous surface are at the same elevation, with no misaligned edges or gaps between sections that could create a trip hazard.
- \_\_\_\_\_ 2. Supports: Legs, brackets, braces and/or connecting devices are fully secured by bolts with threaded nuts, snap locks or cotter pins in accordance with system documentation.
- \_\_\_\_\_ 3. Adequate bearing plates or pads provided.

***Platforms over 8 inches high have must have stairs with handrails on both sides.***

- \_\_\_\_\_ 4. Stairs:
  - \_\_\_\_\_ a. Stair tread depth: 11 inches minimum.
  - \_\_\_\_\_ b. Stair riser heights: 7 inches maximum and 4 inches minimum.
  - \_\_\_\_\_ c. Dimensional uniformity. The tolerance between the largest and smallest riser and or the largest and smallest tread shall not exceed 3/8 inch.
  - \_\_\_\_\_ d. Risers are solid or constructed so that the opening between treads does not permit the passage of a 4 inch sphere.

***Platforms greater than 30 inches high must have guardrails.***

- \_\_\_\_\_ 5. Guards with minimum 42-inch height above stage surface on all sides except those facing the audience.
- \_\_\_\_\_ 6. Guard Openings:  
Up to a height of 34 inches, guards have balusters or ornamental patterns such that a 4-inch sphere cannot pass through any opening.
- \_\_\_\_\_ 7. Guards on multi-level stages are 42 inches above each level, including risers within 44 inches of edge of stage.

*If you have questions or need assistance completing this form, please contact Richard Phillips, P.E. by telephone at 757-221-5294 or by e-mail at [rsphillips@wm.edu](mailto:rsphillips@wm.edu).*

Inspection report submitted by: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Signature: \_\_\_\_\_

*Please submit this report to Richard S. Phillips, P.E., Code Review Team Senior Structural Reviewer, by fax at 757-221-5294 or by e-mail to [rsphillips@wm.edu](mailto:rsphillips@wm.edu).*

## **INFLATABLE AMUSEMENT DEVICE INSPECTION CHECKLIST**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No: \_\_\_\_\_

Configuration/Dimensions: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

***Prior to erecting any devices, utility locations must be marked by Miss Utility 1-800-552-7001***

\_\_\_\_\_ 1. Miss Utility Marking: Ticket Number: \_\_\_\_\_

\_\_\_\_\_ 2. Site condition and installation meet manufacturer's recommendations.\*

***\*Copy of Manufacturer's Installation and Operation Instructions must be available on-site.***

\_\_\_\_\_ 3. Certificate of conformance with ASTM F2374 attached to device.

### ***Fire Safety and Egress***

\_\_\_\_\_ 4. Appropriate crowd control and barriers in place.

\_\_\_\_\_ 5. Adequate means of evacuation without entrapment of injury upon deflation.

\_\_\_\_\_ 6. Fire Extinguisher(s): \_\_\_\_\_ Located at : \_\_\_\_\_ Approved Exit Sign: \_\_\_\_\_

\_\_\_\_\_ 7. Minimum of one operator/attendant present for each device. (Two for large devices)

### ***Anchorage capable of resisting wind forces***

\_\_\_\_\_ 8. Anchoring systems are secure and intact. Tie downs intact, not worn or chafed

### ***Equipment Properly Installed and Inspected***

\_\_\_\_\_ 9. Correct blower(s) is being used and air pressure is within the manufacturer's specification for operation.

\_\_\_\_\_ 10. Blower components are properly secured and appropriate guards in place over inlet and outlet.

\_\_\_\_\_ 11. Electrical cables properly protected, sized, in good condition and there are no exposed electrical contacts.

\_\_\_\_\_ 12. Electrical equipment properly grounded by approved Ground-Fault Circuit Interrupter (GFCI)

*Code Review Contact Richard Phillips, P.E. by telephone at 757-221-5294 or by e-mail at [rsphillips@wm.edu](mailto:rsphillips@wm.edu).*

Inspection report submitted by: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Signature: \_\_\_\_\_

## **TEMPORARY STRUCTURE ELECTRICAL INSPECTION CHECKLIST**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No: \_\_\_\_\_ Temporary Structure/Device Type: \_\_\_\_\_

***Prior to erecting any tent or amusement device, existing utility locations must be marked by Miss Utility 1-800-552-7001.***

***Miss Utility ticket number:*** \_\_\_\_\_

***Portable Wiring and Equipment shall conform to 2005 National Electric Code Article 525***

1. Cords must be listed by Underwriters laboratories for extra hard usage, and, when used outdoors, shall also be listed for wet locations, and must be sunlight resistant. Per NEC article 525.20(A).
2. Cords must be minimum #12-3 wire, grounded. (12-3 is rated for 20 amps, which is the amperage of the circuit breakers protecting our outlets where the cords are connected). Per NEC article 240.5(A),(B).
3. Cords shall be arranged to minimize the tripping hazard. Per NEC article 525.20 (G)
4. No more than two cords may be connected together, and may total no more than 200' in length. (A short cord with GFCI built in, does not count in this total if less than 2' long).
5. Cord connectors shall not be laid on the ground or exposed to the weather unless listed for wet locations. Per NEC article 525.20 (E).
6. Cords and lamps inside tents shall be securely fastened in place, and lamps shall be protected from accidental damage with a suitable guard. Per NEC article 525.21 (B).
7. Cords shall not be spliced. Per NEC article 525.20 (D).
8. All cords shall be protected by a ground fault circuit interrupter, either at the outlet or built into the first cord plugged into the outlet. Per NEC article 525.23 (A).
9. All metal parts of tents, rides, concessions, trailers, or other equipment that contain or support electrical equipment shall be bonded to the grounding electrode system by connecting a #6 copper conductor between the metal and the grounding electrode conductor. Per NEC article 525.30.
10. All rides, tents, and concessions must have a disconnect within 6' of the operators station. This can be accomplished by having the cord plugged into an outlet within 6' of the operator's station. Per NEC article 525.21 (A).
11. All portable, and trailer mounted generators shall be connected to a copper clad grounding electrode, no less than 5/8ths" dia. and 8' long, driven 8' deep in the ground. Per NEC article 250.52 (A)(5)(b), 250.34 (A),(B).
12. All electrical cords and equipment shall be inspected by a college representative to verify suitability, installation, bonding, and grounding. Per NEC article 525.32, 590.2 (B), 110.

**Electrical Inspection Contact:** Mike Marrs, at Facilities Management, at 757-221-5294 or by e-mail at [jmmarr@wm.edu](mailto:jmmarr@wm.edu).

Inspection report submitted by: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Signature: \_\_\_\_\_