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: Haskell C. Brown, R.A. 757-221-2416, or hcbrown@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:
  (Interim) Haskell Brown, 757-221-2416, or hcbrow@wm.edu
  Virginia Institute of Marine Science:
  Ron Herzick, 804-684-7824, or rherzick@vims.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.

- Fire Safety Inspection:
  College of William and Mary:
  Sandra Prior, Director Environment, Health & Safety, 757-221-2146, or slprio@wm.edu
  Virginia Institute of Marine Science:
  Tom Grose, Safety Officer, 804-684-7152, or twgrose@vims.edu

- Electrical Inspection Contact:
  College of William and Mary:
  Mike Marrs, Facilities Management: 757-221-5294, or jmmarr@wm.edu
  Virginia Institute of Marine Science:
  Tom Grose, Safety Officer, 804-684-7152, or twgrose@vims.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, and the Virginia Institute of Marine Science (VIMS).

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: (Interim) Haskell Brown, 757-221-2416, hcbrow@wm.edu,
- Virginia Institute of Marine Science: Ron Herzick, 804-648-7824, rherzick@vims.edu.

Permit applications submitted 10 days before the event receive priority attention. Applications are submitted to (Interim) Haskell C. Brown, R.A., 757-221-2416, or by email hcbrow@wm.edu

Information Required for Temporary Structure Permit:

2. Read Directive 510
3. Provide the following information:
   Permit for:
   □ Tent  □ Amusement Device
   □ Platform □ 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: Haskell C. Brown, R.A., 757-221-2416, hcbrow@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.

0. Code Review Contact: (Interim) Haskell C. Brown, R.A., by telephone 757-221-2416, or by email hcbrow@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.

1. If you have questions or need assistance completing this form, please contact (Interim) Haskell C. Brown, R.A., by telephone 757-221-2416, or by email hcbrow@wm.edu.

Inspection report submitted by: ________________________________

Date of Inspection: ________________________________ Date(s) of Event: ________________________________

Signature: ________________________________

Please submit this report to (Interim) Haskell Brown, R.A., by fax at 757-221-1325, or by e-mail to hcbrow@wm.edu.
INFLATABLE AMUSEMENT DEVICE INSPECTION CHECKLIST

Location: ___________________________ Date: ___________________________

Permit No: ___________________________


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)

2. Code Review Contact: (Interim) Haskell C. Brown, R.A., by telephone 757-221-2416, or by email hcbrow@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 2011 National Electric Code Article 525

a. 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).

b. 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).

c. Cords shall be arranged to minimize the tripping hazard. Per NEC article 525.20 (G)

d. 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).

e. 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).

f. 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).

g. Cords shall not be spliced. Per NEC article 525.20 (D).

h. 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).

i. 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.

j. 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).

k. 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).

l. 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.

Inspection report submitted by: ____________________________

Date of Inspection: ____________________________ Date(s) of Event: ____________________________

Signature: ____________________________