

Temporary Structure Permit Application:

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. Temporary Structure Details:

Permit for:

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

Event: _____

Date: _____ Time: _____

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: Steven W. Stafford, PE 757-221-5294, swstafford@wm.edu.