



COUNTY OF PRINCE WILLIAM

5 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-8154 Zoning
(703) 792-6930 Building Development
(703) 792-6360 Office of the Fire Marshal

Prince William County Tent Requirements

The Virginia Uniform Statewide Building Code, International Building Code, National Electric Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, Virginia Statewide Fire Prevention Code, Prince William County Zoning Ordinance

Tent Building Permit Requirements:

- More than 900 SF, **or**
- More than 50 occupants
- Additional permits are required as dictated by the scope of work for mechanical, electrical and / or plumbing trades.

Application and Submission requirements:

- Site layout plan – refer to page 2 for minimum submission requirements
- Temporary Activity Permit - Zoning approval Note: Zoning approval required for all tents regardless of size or number of occupants– the application can be accessed via the following web link: [Temporary Activity Permit Application](#).
- Building Permit – a single building permit can be utilized for installations of multiple tents up to an aggregate area of 6,000 square feet. Refer to page 2 for minimum submission requirements. The application can be accessed via the following web link: [Building Permit Application](#).
- Adequate information for additional Building Trade Permits. Refer to page 3 for minimum submission requirements. Trade permits can only be issued to contractors holding a Master Certification in the specific discipline. If required, the applications can be accessed via the following web links:
 - [Electrical Permit Application](#)
 - [Gas Piping Permit Application](#)
 - [Mechanical Permit Application](#)
 - [Plumbing Permit Application](#)

Permit Fees:

- Temporary Activity Permit fee
- Building permit fee
 - includes plan review filing fee
 - Includes Fire Marshal Office inspection fee
- Trade Permit fees as required

Site Layout Requirements:

- Provide site layout indicating the location of the tents in relation to other tents, permanent structures, and property lines.
- Tents less than 15,000 square feet in area shall provide a minimum 12 feet from the tent to other tents, permanent structures, or to property lines. While the International Fire Code Section 2403.8.2 allows an exception to this requirement for separation from adjacent buildings when the square footage of the tent is no more 10,000 square feet, a detailed plan and analysis demonstrating compliance with the exception shall be provided to confirm that separation is not required.
- Tents 15,000 square feet or larger shall provide a minimum of 50 feet from the tent to other tents, permanent structures, or property lines.
- Multiple tents utilizing a single building permit shall be 6,000 SF maximum total aggregate area.
- Provide off-street parking layout adequate to serve expected attendance.

Building Permit Requirements:

- **Interior Tent Layout:**
 - Please provide an interior layout of the tent area, indicating aisles, tables, chairs, and platforms. Only folding chairs and pre-manufactured platforms and bleachers are permitted, which shall be installed and supported per manufacturer's installation instructions.
 - Provide expected use of space. Certain assembly uses may be required to address additional life safety concerns which will be determined during the approval process.
 - Provide expected total number of occupants.
 - Flame spread rating label must be attached to tents
 - Manufacturer's installation instructions for tie downs must be provided and followed
 - Physical protection for tie down stakes must be provided
- **Egress:**
 - For expected occupant load of 300 or more, coordinate fire watch requirements with the Fire Marshal's Office.
 - For expected occupant load of 500 or more, provide a detailed plan to plan review indicating aisle widths and exits meeting the requirement of the International Building Code Chapter 10.
 - A minimum of 2 exits shall be provided for expected occupant load of no more than 299. Exits shall be located at opposite ends of the tent, with a main aisle of no less than 48 inches, and secondary aisles of no less than 36 inches.

- A minimum of 3 exits shall be provided for expected occupant load of 300 to no more than 499. Exits shall be located on opposite ends of the tent, with a main aisle of no less than 48 inches, and secondary aisles of no less than 36 inches.
- In all cases, an exit shall be provided every 100 feet.
- Tents more than 900 square feet **or** with more than 50 occupants are required to provide interior lighting, emergency lighting and illuminated exit signs if used at night or if structure is enclosed with sides.
 - Exit lights must have battery backup.
 - Emergency lighting must be provided in the event of a loss of power.

Building Trade Permit Requirements:

- **Electrical:**
 - All interior lighting must be UL listed for exterior use, and the lamp must be protected in accordance with [Building Official Interpretation 2018-11](#).
 - All 125-volt single phase, 15- and 20-ampere non-locking receptacle outlets must be ground fault protected, weatherproof with in use covers and hard use power cables.
 - Lighting over food preparation must be enclosed in the event of a lamp breakage.
 - Any 220-volt heavy duty cables must be connected with weatherproof cable connectors.
 - Generator sets requiring grounding must have two ground rods, each 8-foot in length and a minimum of 6 feet apart, connected with a minimum of #6 copper.
 - Generators must be located a minimum of 20 feet from any combustible material and isolated from contact of the public.
- **Mechanical:**
 - Mechanical ductwork must be secured in place and flex duct must be UL listed.
- **Plumbing:**
 - Potable water connections must have backflow protection.
 - Minimum plumbing facilities shall be provided as required by the International Plumbing Code by the type of occupancy and number of persons.

Inspection Requirements:

- All areas must be completed and inspected before the event is opened to the public.
- Combined inspection will be conducted by Building Development and Fire Marshal Office using separate inspection numbers for each of the inspections. Printed final inspection report in the field will serve as the tent Temporary Occupancy Permit.
- Please provide 48 hours scheduling notice for tent inspections. The following web link will provide access to [electronic inspection scheduling](#).
- If at all possible, tent inspections shall be scheduled during normal business hours, Monday through Friday. If necessary, refer to the following Building Development Policy on [scheduling overtime inspections](#).

For Common deficiencies, see [Temporary Tents – Submission and Inspection Guidelines](#)

Fire Marshal's Office Operational Requirements:

- Hay, straw, shavings, or similar combustible materials shall not be allowed within any tent without permission from the Fire Official. Sawdust and shavings may be used for a public performance or exhibit when kept damp.
- Combustible material shall not be permitted under the stands or seats at any time.
- The area within and adjacent to the tent shall be maintained clear of all combustible material or vegetation, which will create a fire hazard, within a distance of 20 feet from the tent.
- All combustible trash shall be regularly (daily) removed from the structure during the period that the tent is used by the public.
- The use of a cooking device or any open flame shall not be allowed inside or within 20 feet of the tent unless approved by the Fire Official.
- The number and location of fire extinguishers shall be determined by the Fire Official. Fire extinguishers with a minimum rating of 2A:10B:C shall be installed in every tent used for public assembly.

An announcement shall be made not more than 10 minutes prior to the start of each program to notify occupants of the location of the exits to be used in case of a fire or other emergency.

LINKS TO PRINCE WILLIAM COUNTY DOCUMENTS

- Tent Requirements Information Sheet (this document):
 - https://www.pwcva.gov/assets/2021-04/007062_0.pdf
- Temporary Tent Submission and Inspection Guidelines:
 - www.pwcva.gov/assets/2021-04/tentguidelines.pdf
- Temporary Stage and Platform Submission and Inspection Guidelines:
 - www.pwcva.gov/assets/2021-04/stageguidelines.pdf
- Building Permit Application:
 - eservice.pwcgov.org/ebuildingdevelopmentforms/forms/buildingpermitapplication.pdf
- Contact Information Form:
 - eservice.pwcgov.org/ebuildingdevelopmentforms/forms/contactinformationform.pdf
- Policy 1.10 Inspections – Scheduling Overtime Inspections:
 - www.pwcva.gov/assets/2021-04/005771.pdf
- Prince William County Trade Permit Application Forms:
 - www.pwcgov.org/BDForms
- Temporary Lighting Building Official Interpretation
 - <https://www.pwcva.gov/assets/2021-09/BI2018-11.pdf>