



Charlottesville 1140 River Road Special Events (434) 977-5917	Charlottesville 1141 River Road Equipment (434) 977-5915	Harrisonburg 3380 Emmaus Road (540) 433-7368	Lexington 101 Memorial Lane (540) 464-4287	Staunton 708 Richmond Road (540) 886-7500	Waynesboro 2482 Jefferson Highway (540) 943-6800	Vehicle Center 2075 West Main Street (540) 932-7368
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**Permit Requirements for
Temporary Tents and Membrane Structures**
(Pursuant to Commonwealth of Virginia State Fire Prevention Code; Section 2403)

Dear Valued Customer:

Pursuant to Commonwealth of Virginia State Fire Prevention Code (Section 2403), permits are required for the erection of Temporary Tents and Membrane Structures. As a general rule, these requirements are applicable to any structure with an area greater than 400 square feet.

The following information will be required by the Permitting Locality:

1. A site plan indicating the location and dimensions of all structures with cardinal directions indicated.
2. Indication, on the site plan, of the distance between erected structures and permanent structures.
3. Measured distances from property lines to erected structures.
4. A copy of the Manufacture’s installation and anchoring requirements.
5. A copy of the flame retardant certification in compliance with NFPA 701.
6. A seating plan indicating exits and means of egress.

Please note the following requirements for all erected structures:

1. A minimum of 12 feet for means of egress must be maintained around each structure and / or the aggregate structure and a minimum of 20 foot distance off property lines.
2. No open flame, devices emitting flames, or combustible liquid is permitted under the tent or within 20 feet of the structure – unless otherwise approved by the Fire Marshal.
3. No combustible material (hay, straw, shavings, or similar materials) shall be stored in the structure or within 20 feet of the structure.
4. Smoking is strictly prohibited within any erected structure.
5. Lighted exit signs must be posted based upon the following:

Table 2403.12.2

Minimum Number of Means of Egress and Means of Egress Widths from Temporary Membrane Structures and Tents

Occupant Load	Minimum Number of Means of Egress	Minimum Width of Each Means of Egress (Inches)	Minimum Width of Each Means of Egress (Inches)
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

6. One Fire extinguisher (Minimum 10lb ABC Rating) must be posted per 75 linear square feet within each erected structure.
7. Flame retardant certificates in compliance with NFPA 701 must be posted within each erected structure.

NOTE: As the end-user, it is your responsibility to obtain the applicable permits required by state and local governments. Central Virginia Rental takes no responsibility in securing such licensure. Central Virginia Rental will provide, based upon accompanying rental agreement, fire extinguishers and lighted exit signs. Central Virginia Rental will provide, at Customer's Request, an illustration of the tent(s) and their seating plans as discussed. These drawings are not exact or otherwise guaranteed. Central Virginia Rental will provide appropriate documentation as to tent installation and flame retardant certification. Central Virginia Rental will erect all tents according manufacturer's recommendations and in compliance with all local and state code requirements. Central Virginia Rental WILL NOT ERECT a tent without proof of licensure and / or in direct violation of state or local code ordinances. Again, as the end-user, it is your responsibility to obtain the applicable permits required by state and local governments. Failure to do so will prevent the erection of the tent structures and forfeiture of all rental fees.

I certify that I have read and agree to all terms, policies, and procedures of this contract.

Signature

Signature of Authorized CVR Representative

Printed Name

Printed Name

____ / ____ / ____
Date

Contract Number