
BUILDING PERMIT PROCEDURE FOR TEMPORARY TENTS

Due to the temporary nature of a tent, the inspection often takes place immediately preceding the event. This often creates logistical difficulties in arranging the correction of any Code discrepancies identified by the Inspector. This flyer lists some common Code violations routinely encountered when inspecting tents and air-supported structures that cover an area of 900 square feet (84 m²) or less, including all connecting areas of spaces with a common means of egress or entrance and with an occupant load of 50 or less persons.

1. All aspects of the tent installation must be complete. The intended schedule of your tent installation, inspection, and removal must be submitted prior to you obtaining your permit. The Inspector cannot approve a tent which is only partially erected. Please review your permit carefully for any instructions by the James City County Plans Examiner. All paperwork, including the permit and the approved plans, must be available for the Inspector at the time of the inspection.
2. Any electrical work involving more than a simple plug-in connection will require an electrical permit. All wiring and fixtures must comply with the current edition of the National Electrical Code. All electrical

work must be completed by a licensed electrician. Unlicensed electricians cannot legally do this work. A tent has potential hazards due to the possible combination of wet conditions and electricity. Homemade electrical fixtures, fixtures with frayed wire, and fixtures which are not UL Labeled will not be approved. Fixtures which generate heat must be kept clear of combustibles. In addition to the above noted items, portable generators also require electrical permits.

3. Decorative materials, fabrics, liners, and bunting must be fire retardant treated. Documentation must clearly identify the product that has been treated. The information shall be available for the Field Inspector. Field applied "fireproof" treatments must receive prior approval. It is not guaranteed to meet Code requirements. Hay bales, corn stalks, mulch, and similar material may not be used in a tent and cannot be placed within 20 feet of a tent. Combustible trash should not be allowed to accumulate inside the tent. (IFC-2404.5).
4. Portable fire extinguishers must be provided. All required fire extinguishers must be present during the inspection. (IFC-906).

5. Propane fired heaters must be listed and labeled for outside use. Heaters must be installed according to their manufacturers label especially with regard to combustible clearances. Propane tanks must be properly secured to prevent movement or contact with the tent or occupants. A driven wooden stake into the ground and a tie to the tank is acceptable.
6. Exposed flames are prohibited inside a tent by Section 2404.7 of the IFC.
7. Smoking shall not be permitted in tents or air supported structures (IFC-2404.6). Approved "No Smoking" signs shall be conspicuously posted in accordance with IFC Section 310.

Please keep in mind that the Inspector sent to inspect your tent cannot negotiate relaxed Code regulations in response to violations. If violations are identified, please ask the Inspector of any arrangements that can be made for a reinspection once the violations have been corrected. James City County inspections are conducted Monday through Friday, 8 a.m. to 3 p.m. The Inspector does not have the authority to arrange for after hours inspections. If an after-hour inspection is necessary, you may call Code Compliance at 253-6626 and request this inspection from the Chief Building Inspector or the Building Official. A 24-hour lead time is required.

FEES

(A 1.75% State levy is added to each total fee)

Building Permits

- The base fee for a tent is \$50.00

Plumbing Permits

- The base fee is \$50.00
- Plumbing fixture, connection of drain, etc., the fee is \$7.00 each
- Water distribution fee is \$15.00

Electrical Permit

- The base fee is \$35.00
 - Install temporary service the fee is \$50.00
 - New Service Single Phase
 - 0-60 amps \$50.00
 - 61-100 amps \$50.00
 - 101-150 amps \$60.00
 - 151-200 amps \$65.00
 - 200 amps + \$65.00*
- *\$15.00 for each additional 50 amps or fraction thereof
- Increase in size the fee is \$50.00 to 200 amps plus \$15.00 for each additional 50 amps or fraction thereof
 - Outlets: 0-100 the fee is \$50.00 plus \$0.20 for each additional outlet over 100

Mechanical & Gas Permit

- The base fee is \$50.00
- Basic fee is \$50.00 for the first \$1,000.00 of value plus \$5.00 for each additional \$1,000.00 or fraction thereof

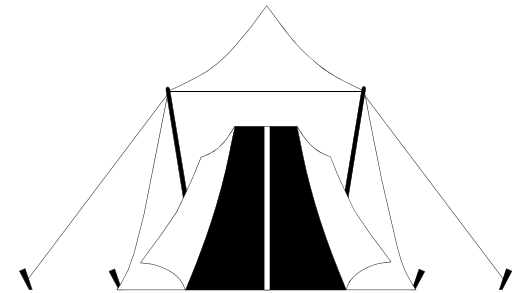
Reinspection Fees

- When an inspection fails, a reinspection is required and the fee is \$50.00 each



James City County
P.O. Box 8784
101-E Mounts Bay Road
Williamsburg, VA 23187-8784
(757) 253-6626
codecomp@james-city.va.us

Permit and Inspection Procedures for Temporary Tents



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