



COUNTY of FREDERICK

Inspections Department

Mark A. Fleet, Building Official

540-665-5650

Fax 540-678-0682

TEMPORARY STRUCTURES

Tent(s) & Amusement Device(s)

Tents: over 900 square feet including air-supported, air-inflated, membrane-covered cable and membrane-covered frame structures, erected for a max 180 days, require:

- 1) a copy of the tie down information as per the manufacturer of the tent, if available
- 2) a copy of the flame resistance certificate for each tent being erected

A Tent Permit is also required through the [Frederick County Fire Marshal's Office](#). Please contact their office at 540-665-5618 for application requirements.

Amusement Device: *means (i) a device or structure open to the public by which persons are conveyed or moved in a manner for diversion and (ii) passenger tramways.* Please provide the following:

- 1) proof of insurance
- 2) a complete list of all rides (example: moon bounce, air structure slide, etc)
- 3) information on each ride

Stage: Please provide the following information:

- 1) proof of insurance
- 2) stage specifications with Virginia state engineer seal

Submit this information along with any additional information that may be required by the Building Official to determine compliance with the Virginia Uniform Statewide Building Code and the International Building Code.

The permit & application will be reviewed by:

- 1) The Planning & Zoning Department to ensure compliance with setback requirements
- 2) The Inspection Department to ensure compliance with The Uniform Statewide Building Code

You will be contacted when your permit has been approved and is ready to be issued, or if there is additional information required to complete the review process.

Approval of a temporary tent or membrane structure is finalized through a site inspection by the Building Inspections office and the Fire Marshal's office prior to use of the structure. A list of minimum requirements is available through the Frederick County Fire Marshal's Office. Please review [the minimum requirements](#) prior to erecting a tent or membrane structure.

Application are taken Mon-Fri 8 am- 4:30 pm. Permits are issued by appointment only.

107 North Kent Street • Winchester, Virginia 22601

(revised 4/25/2024)

DATE: _____

PERMIT # _____

(For Office Use Only)

**APPLICATION FOR PERMIT
For Temporary Structure**

Owner's Name: _____

Address: _____

Phone Number: _____

Please list a daytime phone number in which you can be reached in case of questions

Contractor's Name: _____

Address: _____

Phone Number: _____

Please list a daytime phone number in which you can be reached in case of questions

LOCATION OF PROPERTY

Subdivision: _____ Lot Number _____

Street Name: _____

Tax Map Identification Number of the Property: _____

Directions to the job site: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

JOB VALUE: _____

Permit For: (check all that apply)

_____ Temporary Tent - Size¹ of tent: _____ ft x _____ ft (attach flame retardant certificate)

_____ Temporary Stage - Size of stage: _____ ft x _____ ft

_____ Amusement Rides (attach a detailed list of the manufacturer, serial number, and name of the ride(s))

_____ Other _____

I hereby agree to comply with all provisions of the Virginia Uniform Statewide Building Code and the Zoning Ordinance as adopted by the County of Frederick.

Signature of Applicant _____

Applicant Name Printed _____

_____ Contractor _____ Owner _____ Agent _____ Engineer/Architect

*Agents, please note that a signed authorization from the owner or contractor must be attached.

Permit Representative (to be contacted for permit/plan questions or permit status)

Name: _____

Phone Number _____ EMAIL _____

¹Exemptions from application for permit per Virginia Construction Code, Section 108.2:

Tents or air-supported structures, or both, that cover an area of 900 square feet or less, including within that area all connecting areas or spaces with a common means of egress or entrance, provided such tents or structures have an occupant load of 50 or less persons.