

# Facilities Management Procedure

## Tent, Stage and Amusement Device Permit Requirements

**Last updated – September 2025**

### PURPOSE:

In order to comply with Commonwealth requirements and University policies and to protect the University's infrastructure, it is necessary for any group or organization seeking to use tents, stages and/or amusements (inflatables, rides, etc.) to submit a permit request. Requests will be evaluated to determine whether a Commonwealth permit is required, suitability of item for the intended area and/or levels and type of support necessary to ensure the success of the event.

### PROCEDURE:

## A. Tents

**Requesting department** must take the following actions/provide the following information:

- 1) Reserve space on campus through Leadership & Student Involvement (LSI) for Kaufman Mall or Facility & Event Operations, Recreation & Wellness, all other outdoor locations.
- 2) Go to the Facilities Outdoor Events & Permits page [Outdoor Events & Permits | Old Dominion University](#) and follow the steps - **at least eleven business days in advance – failure to comply with this notice requirement may result in no permit and therefore no tent**
- 3) Follow the steps at the link above; in item 3. Click on the Tent form and fill out the form and have vendor fill out blue highlighted area. Additionally, have vendor provide:
  - a) Flammability Certificate
  - b) Certificate of Insurance
  - c) Tent interior showing tables and chairs, serving tables, and stage, if any
  - d) Requestor should also provide a site plan – an image that shows the location of the tent(s) along with at least the front of nearby buildings
- 4) Scroll down to item 4. Outdoor Event Support Form and click on “Outdoor Support Form” which will bring up a Kuali form.
  - a) Fill out form with all information
  - b) Attach the assembled documentation (COI, Flam Cert, tent interior, site plan
- 5) Once form is complete and documentation is attached, press submit

- 1) Once all required information is provided and approved, there will be a charge of about \$200/tent. Some Facilities Management (FM) charges may be necessary due to time spent working on permit, utility marking expenses, and/or other expenses incurred by FM.

6)

NOTE: The following requirements will limit the number of seats/tables able to fit in a tent:

- Nothing w/in 36" of the perimeter of the tent (only if tent has sides)
- At least 1' gap between rows with 14 or fewer chairs and aisles on both sides. Increase gap by 0.3" for every seat beyond 14 seats. Not required to exceed 22".
- 42" aisles. With more than 180 persons in a tent, aisles increase by .2"/person
- Stages, platforms, tables, etc. will further reduce the maximum number of seats permitted in a tent.
- In setups with tables and chairs, 19" is required from table edge for a chair, 36" from chair-back to chair-back. With tables arranged in parallel rows, there needs to be (19"+36"+19") 74" between tables.
- Other requirements may apply
- Virginia Construction Code provides information on aisle and seating clearance requirements for information listed above.
- Certificate of Insurance (COI) form REVISED (see attachments D & E)
  - o Minimums
    - General Liability - \$1,000,000
    - Automobile Liability - \$1,000,000
    - Workers Comp, Employer's liability - \$500,000, \$500,000, \$500,000
    - Umbrella Liability – ONLY in the case of larger, motorized items, such as a Ferris Wheel or a merry-go-round - \$5,000,000
  - o Both forms are to be directly sent **from the insurer to Risk Management** – [risk@odu.edu](mailto:risk@odu.edu). Copy rlemoal@odu.edu
- a) Note whether side flaps (interior lighting required), heating (external forced air, heating must be 20' away from tent and shown on layout) or A/C will be utilized
- b) Vendor's contact info (name, cell, office number and e-mail address)

**NOTE: Stakes shall not be driven w/in 5' of a utility marking. The campus has a variety of fiber, gas, electrical, irrigation, and other underground utilities that must be protected. It is the requestors responsibility to inform the vendor this this requirement.**

If a tent is going to have sides, the following additional requirements must be provided/acknowledged:

- Flammability certificates on sides are required
- Exits:

- Number of exits required – see table below
- Exit width – see table below
- *Exit* openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:
  - Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the *exit*. The curtains shall be so arranged that, when open, no part of the curtain obstructs the *exit*.
  - Curtains shall be of a color, or colors, that contrasts with the color of the tent.
- Exit signs shall be illuminated
- Aisle-ways must line up with exits
- Interior lighting is required – to a minimum of 1 Foot Candle at ground level
- Power requirements for lights, heater or A/C (from nearby building or generator?)
- Entrances shall have “No Smoking” signs attached
- Must have a fire extinguisher inside tent
- If a heater or A/C is being requested – owner’s manual must be attached
- Generators and heaters must be at least 20’ from tent

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)
		Tent
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1,000 to 1,999	5	120
2,000 to 2,999	6	120
Over 3,000	7	120

**NOTE: Cooking and heat sources are NOT permitted inside any tent, regardless of configuration.**

**Requesting department is responsible for:**

1. Filling out Tent Form, completely and Kuali electronic form, to begin the permit process and submit to FM, along with all attachments
2. Payments
  - a. Direct payment to vendor for tent
  - b. Reimbursing, via IDT, FM for all expenses incurred (permits, inspections, any damages to grounds, irrigation system, etc., utility marking and any excess time associated with processing of permits due to incomplete or changing information)
3. Notifying vendor of the following:

- a. If there is a generator present to provide power to a tent, the vendor must be informed of a requirement for a fire extinguisher (5 – 10 lbs., ABC type) must be present and located in a conspicuous location, within 30' of the generator.
- b. Delivery vehicles are limited to hard surfaces (NOT lawns)
- c. On Kaufman Mall, vehicles may NOT drive on or over University Seal
- d. When backing vehicles vendor must have a guide, outside the vehicle, to prevent injuries to pedestrians or damage to property

**Facilities Management (FM) is responsible for:**

- 1. Processing permit request
- 2. Determining if utility marking is required and, if so, arranging for that marking
- 3. Notifying requesting department when a permit has been approved
- 4. Notifying Emergency Management of tent inspection requirement and sending them a copy of approved permit
- 5. State building code requires that tents greater than 900 square feet OR smaller tents with an occupant load of more than 49 people requires a permit

## B. Stages/Platforms

Requesting department must take the following actions/provide the following information:

- 2) Go to the Facilities Outdoor Events & Permits page [Outdoor Events & Permits | Old Dominion University](#) and follow the steps - **at least eleven business days in advance – failure to comply with this notice requirement may result in no permit and therefore no stage**
- 3) Follow the steps at the link above; in item 3. Click on the stage form and fill out the form and have vendor fill out blue highlighted area. Additionally, have vendor provide:
  - a) Spec sheet of stage and handicap ramp
  - b) Certificate of Insurance**NOTE: If using ODU's stage and ramp, the above items (a and b) will be provided.**
  - c) Requestor to provide a diagram of what will be on the stage (podium, speakers, nothing, etc.
  - d) Requestor should also provide a site plan – an image that shows the location of the stage along with at least the front of nearby buildings
- 4) Scroll down to item 4. Outdoor Event Support Form and click on “Outdoor Support Form” which will bring up a Quali form.
  - a) Fill out form with all information
  - b) Attach the assembled documentation (COI, spec sheet, diagram of stage contents, and site plan
- 5) Once form is complete and documentation is attached, press submit
- 6) Once all required information is provided and approved, there will be a charge of about \$200/stage. Some Facilities Management (FM) charges may be necessary due to time spent working on permit, utility marking expenses, and/or other expenses incurred by FM.
- 7) Reserve space on campus through Student Engagement and Traditions (SET) for Kaufman Mall or Facility & Event Operations, Recreation & Wellness, all other outdoor locations.
  - a) Both forms are to be directly sent **from the insurer** to **Risk Management** – [risk@odu.edu](mailto:risk@odu.edu). Copy rlemaal@odu.edu
  - b) Stage's model number
  - c) Provide a copy of the stage manufacturer's Product Data Sheet or “cut sheet”
  - d) Stage's dimensions (length, width, height) (Stages/platform's 4" or less high do not require a permit)

### NOTES:

- Stages taller than 7" require stairs and handrails
- Risers on stairs must be solid
- If a large number of participants will be accessing the stage – a ramp will be required
- e) What is stage's anchoring system – usually none/gravity for a stage

- f) Vendor's contact info (name, cell, office number and e-mail address)

The vendor should be able provide all stage/platforms related information.

**Requesting department is responsible for:**

1. Filling out Tent Form, completely and Kuali electronic form, to begin the permit process and submit to FM, along with all attachments
2. Payments
  - a) Direct payment to vendor for stage and setup
  - b) Reimbursing, via IDT, FM for all expenses incurred (permits, inspections, any damages to grounds, irrigation system, etc., utility marking and any excess time associated with processing of permits due to incomplete or changing information)
3. Notifying vendor of the following:
  - a) If there is a generator present to provide power to a stage, the vendor must be informed of a requirement for a fire extinguisher (5 – 10 lbs., ABC type) must be present and located in a conspicuous location, within 30' of the generator.
  - b) Delivery vehicles are limited to hard surfaces (NOT lawns)
  - c) On Kaufman Mall, vehicles may NOT drive on or over University Seal
  - d) When backing vehicles vendor must have a guide, outside the vehicle, to prevent injuries to pedestrians

**Facilities Management & Construction is responsible for:**

1. Processing permit request
2. Determining if utility marking is required and, if so, arranging for that marking
3. Notifying requesting department when a permit has been approved
4. Notifying Fire Prevention Manager, Emergency Management of tent inspection requirement and sending them a copy of approved permit

## C.Amusement Devices

Requesting department must take the following actions/provide the following information:

- 7) Go to the Facilities Outdoor Events & Permits page [Outdoor Events & Permits | Old Dominion University](#) and follow the steps - **at least eleven business days in advance** – failure to comply with this notice requirement may result in no permit and therefore **no stage**
- 8) Follow the steps at the link above; in item 3. Click on the amusement form and fill out the form and have vendor fill out blue highlighted area. Additionally, have vendor provide:
  - a) Owner’s manual for the device(s)
  - b) Certificate of Insurance
  - c) If an inflatable, an inspection sticker within a year of the date of the event  
Note – Non-inflatable amusements (Ferris wheel, zip line rock climbing well, etc.) with have to be inspected the day of the event with the expense covered by the requestor’s budget code.
  - d) Requestor should also provide a site plan – an image that shows the location of the amusement(s) along with at least the front of nearby buildings
- 9) Scroll down to item 4. Outdoor Event Support Form and click on “Outdoor Support Form” which will bring up a Kuali form.
  - a) Fill out form with all information
  - b) Attach the assembled documentation (COI, spec sheet, diagram of stage contents, and site plan
- 10) Once form is complete and documentation is attached, press submit
- 11) Once all required information is provided and approved, there will be a charge of about \$200 - \$300/amusement. Some Facilities Management (FM) charges may be necessary due to time spent working on permit, utility marking expenses, and/or other expenses incurred by FM.

### Notes to Contractor

- a) **By law, padded mats are required at all inflatable entrances/exits, must be noted in contract with vendor**
- b) Anything connected to a large generator (Festival Wheel/Ferris Wheel) requires utility marking if grounding rods are used
- c) Inspection Certification – If devices were previously inspected by a Virginia DHCD Amusement Certified inspector within an appropriate time frame (see below), then an on-site inspection is not required. In this case vendor/requestor must provide certification statement (Inspector Name, DHCD Certificate Number, Contact Information, Name of Device, Model Number of Device, and Date of inspection). Inspection timeframes are:
  - i) INFLATABLES (bounce houses, slides, obstacle courses, etc.) – within the past 12 months – from the date of the event.
  - ii) RIDES (ferris wheels, bumper cars, etc.) – must be inspected before each event.

- iii) ROCK CLIMBING WALLS, ZIP LINES, etc. (anything with a cable) – must be inspected before each event, i.e., no prior inspection certificate will be accepted.
- iv) If device/amusement not pre-inspected by a DHCD Amusement Certified inspector, then: 1. a site inspection will be required, 2. ½ hour per device must be added between setup time and event start time and 3. Charges for the inspection will be incurred.

DHCD is the Department of Housing & Community Development and is the governing body for, among other things, amusements.

**NOTE: Stakes shall not be driven w/in 5' of a utility marking. The campus has a variety of fiber, gas, electrical, irrigation, and other underground utilities that must be protected. It is the requestors responsibility to inform the vendor this this requirement.**

**Notes on Amusements:**

- The following devices do not need DEB permits but still require Form to be submitted to Facilities Management & Construction:
  - Inflatable twister/Giant Twister
  - Human foosball (if just side walls/game played on grass)
  - Sumo Wrestling – with pads on ground, not inflatable
  - Bull Riding
  - Dunk tank

Requesting department is responsible for:

1. Filling out Amusements/Inflatables Request form, completely, to begin the permit process and submit to FM
2. Payments
  - a. Direct payment to vendor for device and setup
  - b. Reimbursing FM for all expenses incurred (permits, inspections, any damages to grounds, irrigation system, etc., utility marking and any excess time associated with processing of permits)
3. Notifying their vendor of the following:
  - a. If there is a generator present to provide power to a device, the vendor must be informed of a requirement for a fire extinguisher (5 – 10 lbs., ABC type) must be present and located in a conspicuous location, within 30' of the generator.
  - b. Delivery vehicles are limited to hard surfaces (NOT lawns)
  - c. On Kaufman Mall, vehicles must NOT drive on or over University Seal
  - d. When backing vehicles vendor must have a guide, outside the vehicle, to prevent injuries to pedestrians or damages to property



- e. If inspector determines a device(s) is not safe – requesting department contact is to notify vendor to make immediate corrections, if possible, or to remove the device(s).
- f. Padded mats MUST be provided, by the vendor, for each inflatable device and will be positioned at each inflatables' entrance/exit. Inflatables shall not be operated without them.
- g. If inspections are taking place the day of the event, allow for a ½ hour per device – devices may not be used prior to inspection so plan set-up times accordingly

Facilities Management & Construction is responsible for:

- 1. Processing permit request
- 2. Determining if utility marking is required and, if so, arranging for that marking (see Utility Marking for Excavations  
<http://www.odu.edu/facilitiesmgmt/utility-marking>)
- 3. Notifying requesting department when a permit has been approved
- 4. Acquiring a DHCD certified inspector, when necessary

## D. Facilities Management Process

**Director Business Ops** will take the following actions:

1. Once all requirements for a permit have been fully met:
  - a. Review “Tent, Stage and Amusement Permitting Requirements – checklists” (Tent, Stage, or Amusement forms) to ensure that all information required for the permit is available, if not contact the requestor.
  - b. Fill out appropriate DEB, Submittal Page (DEB form CO-17 TMP – ONLY FOR amusements) (Attachment E) required by DEB to accompany the attachments. One form per device.
2. Follow process in most recent version of CPSM – Temporary structures
3. Submit request through BITS See **Attachments F – K**
4. Submit request via Bits [bits.dgs.virginia.gov](http://bits.dgs.virginia.gov) (See Director of Construction for access)
  - a. Ideally utilizing a prior year’s submittal or similar event with same equipment - it will save time
5. Once bits confirmation notification is returned via email
  - a. Create an email, attached all appropriate documentation and forms to:
    - i. [Boforms@dgs.virginia.gov](mailto:Boforms@dgs.virginia.gov)
    - ii. In subject field note date of event, name of event and brief description of item being permitted
    - iii. In email
      1. Salutation is “BO Forms”
      2. Notate date of event(s)
  - b. Details of tent/stage/amusement
  - c. Note dimensions of tent/stage/amusement
  - d. Add explanation of potential concerns (if smaller tents will be on site that don’t require a permit, note their dimensions, note if a tent will or won’t have sides, note that a stage will have a ramp or not required because of occupancy ONLY by contract staff, etc.
  - e. Add copies of:
    - i. For tents
      1. Site plan
      2. Tent interior plan
      3. Flam certs
    - ii. For stages
      1. Site plan
      2. Stage contents
      3. Stage and ramp spec sheet
    - iii. For Amusements
      1. Site plan
      2. Owner’s manual
      3. CO 17TMP form
        - a. Note inspector information or
      4. Sticker of inspection, if available

## 5. COI

NOTE: All tents, stages (unless ODU owned), and amusements require a COI per university policy. However, DGS only requires the submittal of COIs (and CO-17 TMP) for amusements.

6. Determining if utility marking is required and, if so, arrange for that marking (see Utility Marking for Excavations <http://www.odu.edu/facilitiesmgmt/utility-marking>) via Maintenance Support Center
  - a. For Amusement devices only, select inspector and make arrangements (see table, Third Party Inspectors, below)
    1. Notifications – once permit is approved:
  - b. Tent and stage permits
    - Notify requestor – send permits with a note that permits must be maintained on site for the duration of the event and major limitations (wind speed max for tents (40 MPH) and amusements (15 MPH)
    - Notify Grounds & Landscaping Director
    - Arrange for utility & irrigation marking, if necessary
    - For Tents, notify Fire Prevention Manager, Emergency Management and provide them with site plan, tent interiors plan, and checklist.
  - c. Amusement devices
    - Notify requestor
    - Notify Grounds Superintendent
    - Arrange for utility marking, if necessary
    - Notify Inspector and send copy of permit, manuals, site plan, permits, and parking pass

Governing rules for tents can be found at:

<https://dgs.virginia.gov/engineering-and-buildings/project-permits--certificates/tenttemporary-structure-permits/>

Governing rules for amusement devices can be found at:

<https://www.dhcd.virginia.gov/amusement-device>

TASO Online – search for inspectors

<https://dmz1.dhcd.virginia.gov/BFR/Main/CertSearch.aspx>

### Third Party Inspectors

Kenneth Martin	804 342-1808	Ken.martin.safety.usa@gmail.com	\$300 - \$500
Neil Holland	540 206-9867		

## Tent Form

Attach this checklist and all required attachments to the Event Support Quali  
Form

Event Name	Sample Event		
Tent "Name" (if multiple tents)	VIP tent		
Requestor	Betty Jones		
Requestor Contact	<a href="mailto:bjones@odu.edu">bjones@odu.edu</a> , x1234		
ODU Staff (employee) Sponsor & Contact info	Beverly Brown SET, x 5555		
Budget Code	6xx00		
Event Date(s) Seasonal permit? & Start/End times	4/12/25, starts at 3PM, ends 7 PM		
Setup Start Date/Time	4/12/25, noon		
Available for inspection Date/Time	4/12/25, 1 PM		
Takedown Date	4/12/25		
Site Layout (satellite map of space & nearby buildings)	Attached		
Dimensions (LxWxH)	40x50x30		
Maximum # of occupants (3'/person standing, 7'/person sitting & 15'/person with tables & chairs)*	133		
Tent side flaps (yes/no)	NO		
Heated (yes/no)	NO		
Air Conditioned (yes/no)	NO		

**Sections highlighted in BLUE should be provided by your vendor**

Anchoring System (Stakes/Water Barrels)	Stakes		
Interior Layout	Attached		
Certificate of Insurance	Attached		
Flammability Cert.	Attached		
Serial Number	WF3-54321		
Vendor notified stakes shall not be driven w/in 5' of a utility marking	N/A		
NOTE: only Water barrels and/or concrete blocks to be used on Kaufman Mall or W-burg Lawn Stakes OK if ground marked & vendor supervised for compliance	Water barrels		
Vendor's Co. Name	Tents R Us		
Vendor Contact	757-555-2468		

## Stage / Platform Form

Attach this checklist and all required attachments to the Event Support Form

Event Name	Sample Event	
Requestor	Betty Jones	
Requestor Contact	<a href="mailto:bjones@odu.edu">bjones@odu.edu</a> , x1234	
ODU Staff (employee) Sponsor & Contact info	LSI Events, x 5555	
Budget Code	6xx00	
Event Date(s) (Seasonal permit?)	4/12/25	
Setup Date/Time	4/12/25, 7 AM	
Available for inspection Date/Time	4/12/25, 9 AM	
Takedown Date	4/12/25	
Site Layout (satellite map of space & nearby buildings)	Attached	
Stage Layout	Attached	
Maximum # of occupants	5	
Dimensions (LxWxH)	8x12x3	

### THE FOLLOWING INFORMATION IS REQUIRED ONLY FOR RENTAL (NOT ODU) STAGES & PLATFORMS

Sections highlighted in BLUE should be provided by your vendor

Weight Capacity Load Rating Only	125 lbs./SF	
Certificate of Insurance	Attached	
Model Number	54321	
<b>MFGR. Product Data (Cut) Sheet</b>	Attached	
Flammability Cert. if skirt around stage	Attached	
Anchoring System (if any)	Gravity	
Vendor's Co. Name	Smith's stages	
Vendor Contact	757-555-2468	

## Amusements/Inflatables Request Form

Attach this checklist and all required attachments to the Event Support Quali Form

	Device #1	Device # 2	Device #3	Device #4	Device #5
Event Name	Sample Event				
Event Coordinator/ Responsible Party	Betty Williams				
Coordinator Contact Info	757-555-1234 bwill132@odu.edu				
ODU Staff (employee) Sponsor & Contact info	SET Events, x 5555				
Budget Code	4XX00				
ODU POC Day of Event & cell #	Same as above				
Date of Event	4.5.25				
Hours of Event	1 PM – 6 PM				
Setup Date/Time	4/5/25, 7 AM				
Available for inspection Date/Time	4/5/25, 9 AM				
Site Layout (satellite map of space & nearby buildings)	Attached				

**Sections highlighted in BLUE should be provided by your vendor**

Device Owner	Party Bus				
Owner's Name and Contact information	Gary Larson, 757.555.4593				
Device Name	Giant Slide				
Model #	1234				
Serial Number	1916-AB1				
Dimensions (Length x Width x Height)	3'x18'x18'				
Maximum Occupants	8				

Device MANUAL	Attached				
Certificate of Insurance	Attached				
Inspection Certificate or needed	Attached				
Device anchoring System	4 stakes				
Anchoring system designed by...?	Manufacturer				
Generator requires ground rods?	No				
Vendor notified stakes shall not be driven w/in 5' of a utility marking	N/A				
NOTE: only Water barrels and/or concrete blocks to be used on Kaufman Mall or W-burg Lawn Unless ground is marked and installer is supervised	Water barrels				
Device installed by..?	Owner				
Padded mats for egress* - yes/no	yes				
Vendor arrival date & setup start time	4.5.17 10 AM				
Available for inspection time	11 AM				

\*Padded mats MUST be provided, by the vendor, for each inflatable device and will be positioned at each inflatables' entrance/exit. Inflatables shall not be operated without them.

## Notifications to Amusement Providers:

- NO staking w/in 5' of a marked utility line
- It is necessary to stake each inflatable at every point where an attachment point or ring is placed by the manufacture of the inflatable.
- Device shall be installed, maintained and operated in accordance with the manufacturer's instructions and industry standards. If an accident involving the serious injury or death of a patron occurs, the operation of the device shall

cease and DEB, the Division of Engineering and Buildings and the Department of Housing and Community Development shall be notified within 24 hours.

- **PRE-INSPECTION** – For inflatables ONLY, that have been pre-inspected, by a **Virginia DHCD certified amusement inspector**, AND the inspection has taken place within the past **12 months** – from the date of the event - attach copy of inspection certificate:

For all other amusements (rides, such as Ferris wheels, bumper cars, etc.), or anything with a cable (rock climbing walls, zip lines, etc.) – the amusement(s) must be inspected the day of event.

## **Notifications to Amusement Providers:**

- It is necessary to stake each inflatable at every point where an attachment point or ring is placed by the manufacture of the inflatable.
- Device shall be installed, maintained and operated in accordance with the manufacturer's instructions and industry standards. If an accident involving the serious injury or death of a patron occurs, the operation of the device shall cease and FMS, the Division of Engineering and Buildings and the Department of Housing and community development shall be notified within 24 hours.
- **PRE-INSPECTION** – If amusement(s) have been pre-inspected, by a **Virginia DHCD amusement certified inspector**, AND the inspection has taken place within the period specified below, attach copy of inspection certification.
  - INFLATABLES (bounce houses, slides, obstacle courses, etc.) – within the past **6 months** – from the date of the event.
  - RIDES (Ferris wheels, bumper cars, etc.) – before each event.
  - ROCK CLIMBING WALLS & ZIP LINES – before each event.

DHCD is the Virginia Department of Housing and Community Development and the governing body for, among other things, amusements.

- **NO PRE-INSPECTION** – If a valid pre-inspection certification is not available, then an on-site inspection will be required:
  - Will need at least a half hour, per device/amusement, prior to the event start time to conduct inspections. Devices shall NOT be operated prior to completion of inspection and resolution of any discrepancies found during inspection.
  - Charges for inspection will be incurred by requesting organization



## Attachment D

<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 7/3/2025				
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
<b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER <b>Insurance Company</b> ADDRESS  <b>Amusements R Us</b>	CONTACT NAME: Certificate Department      FAX: INSURER(S) AFFORDING COVERAGE: INSURER A: SPECEVE-01      NAIC # INSURER B: Erie Insurance Exchange      26263 INSURER C:      26271 INSURER D: INSURER E: INSURER F: INSURER G: INSURER H: INSURER I: INSURER J: INSURER K: INSURER L: INSURER M: INSURER N: INSURER O: INSURER P: INSURER Q: INSURER R: INSURER S: INSURER T: INSURER U: INSURER V: INSURER W: INSURER X: INSURER Y: INSURER Z: INSURER AA: INSURER AB: INSURER AC: INSURER AD: INSURER AE: INSURER AF: INSURER AG: INSURER AH: INSURER AI: INSURER AJ: INSURER AK: INSURER AL: INSURER AM: INSURER AN: INSURER AO: INSURER AP: INSURER AQ: INSURER AR: INSURER AS: INSURER AT: INSURER AU: INSURER AV: INSURER AW: INSURER AX: INSURER AY: INSURER AZ: INSURER BA: INSURER BB: INSURER BC: INSURER BD: INSURER BE: INSURER BF: INSURER BG: INSURER BH: INSURER BI: INSURER BJ: INSURER BK: INSURER BL: INSURER BM: INSURER BN: INSURER BO: INSURER BP: INSURER BQ: INSURER BR: INSURER BS: INSURER BT: INSURER BU: INSURER BV: INSURER BV: INSURER BW: INSURER BX: INSURER BY: INSURER BZ: INSURER CA: INSURER CB: INSURER CC: INSURER CD: INSURER CE: INSURER CF: INSURER CG: INSURER CH: INSURER CI: INSURER CJ: INSURER CK: INSURER CL: INSURER CM: INSURER CN: INSURER CO: INSURER CP: INSURER CQ: INSURER CR: INSURER CS: INSURER CT: INSURER CU: INSURER CV: INSURER CW: INSURER CX: INSURER CY: INSURER CZ: INSURER DA: INSURER DB: INSURER DC: INSURER DD: INSURER DE: INSURER DF: INSURER DG: INSURER DH: INSURER DI: INSURER DJ: INSURER DK: INSURER DL: INSURER DM: INSURER DN: INSURER DO: INSURER DP: INSURER DQ: INSURER DR: INSURER DS: INSURER DT: INSURER DU: INSURER DV: INSURER DV: INSURER DW: INSURER DX: INSURER DY: INSURER DZ: INSURER EA: INSURER EB: INSURER EC: INSURER ED: INSURER EE: INSURER EF: INSURER EG: INSURER EH: INSURER EI: INSURER EJ: INSURER EK: INSURER EL: INSURER EM: INSURER EN: INSURER EO: INSURER EP: INSURER EQ: INSURER ER: INSURER ES: INSURER ET: INSURER EU: INSURER EV: INSURER EV: INSURER EW: INSURER EX: INSURER EY: INSURER EZ: INSURER FA: INSURER FB: INSURER FC: INSURER FD: INSURER FE: INSURER FF: INSURER FG: INSURER FH: INSURER FI: INSURER FJ: INSURER FK: INSURER FL: INSURER FM: INSURER FN: INSURER FO: INSURER FP: INSURER FQ: INSURER FR: INSURER FS: INSURER FT: INSURER FU: INSURER FV: INSURER FV: INSURER FW: INSURER FX: INSURER FY: INSURER FZ: INSURER GA: INSURER GB: INSURER GC: INSURER GD: INSURER GE: INSURER GF: INSURER GG: INSURER GH: INSURER GI: INSURER GJ: INSURER GK: INSURER GL: INSURER GM: INSURER GN: INSURER GO: INSURER GP: INSURER GQ: INSURER GR: INSURER GS: INSURER GT: INSURER GU: INSURER GV: INSURER GV: INSURER GW: INSURER GX: INSURER GY: INSURER GZ: INSURER HA: INSURER HB: INSURER HC: INSURER HD: INSURER HE: INSURER HF: INSURER HG: INSURER HH: INSURER HI: INSURER HJ: INSURER HK: INSURER HL: INSURER HM: INSURER HN: INSURER HO: INSURER HP: INSURER HQ: INSURER HR: INSURER HS: INSURER HT: INSURER HU: INSURER HV: INSURER HV: INSURER HW: INSURER HX: INSURER HY: INSURER HZ: INSURER IA: INSURER IB: INSURER IC: INSURER ID: INSURER IE: INSURER IF: INSURER IG: INSURER IH: INSURER II: INSURER IJ: INSURER IK: INSURER IL: INSURER IM: INSURER IN: INSURER IO: INSURER IP: INSURER IQ: INSURER IR: INSURER IS: INSURER IT: INSURER IU: INSURER IV: INSURER IV: INSURER IW: INSURER IX: INSURER IY: INSURER IZ: INSURER JA: INSURER JB: INSURER JC: INSURER JD: INSURER JE: INSURER JF: INSURER JG: INSURER JH: INSURER JI: INSURER JJ: INSURER JK: INSURER JL: INSURER JM: INSURER JN: INSURER JO: INSURER JP: INSURER JQ: INSURER JR: INSURER JS: INSURER JT: INSURER JU: INSURER JV: INSURER JV: INSURER JW: INSURER JX: INSURER JY: INSURER JZ: INSURER KA: INSURER KB: INSURER KC: INSURER KD: INSURER KE: INSURER KF: INSURER KG: INSURER KH: INSURER KI: INSURER KJ: INSURER KK: INSURER KL: INSURER KM: INSURER KN: INSURER KO: INSURER KP: INSURER KQ: INSURER KR: INSURER KS: INSURER KT: INSURER KU: INSURER KV: INSURER KV: INSURER KW: INSURER KX: INSURER KY: INSURER KZ: INSURER LA: INSURER LB: INSURER LC: INSURER LD: INSURER LE: INSURER LF: INSURER LG: INSURER LH: INSURER LI: INSURER LJ: INSURER LK: INSURER LL: INSURER LM: INSURER LN: INSURER LO: INSURER LP: INSURER LQ: INSURER LR: INSURER LS: INSURER LT: INSURER LU: INSURER LV: INSURER LV: INSURER LW: INSURER LX: INSURER LY: INSURER LZ: INSURER MA: INSURER MB: INSURER MC: INSURER MD: INSURER ME: INSURER MF: INSURER MG: INSURER MH: INSURER MI: INSURER MJ: INSURER MK: INSURER ML: INSURER MM: INSURER MN: INSURER MO: INSURER MP: INSURER MQ: INSURER MR: INSURER MS: INSURER MT: INSURER MU: INSURER MV: INSURER MV: INSURER MW: INSURER MX: INSURER MY: INSURER MZ: INSURER NA: INSURER NB: INSURER NC: INSURER ND: INSURER NE: INSURER NF: INSURER NG: INSURER NH: INSURER NI: INSURER NJ: INSURER NK: INSURER NL: INSURER NM: INSURER NN: INSURER NO: INSURER NP: INSURER NQ: INSURER NR: INSURER NS: INSURER NT: INSURER NU: INSURER NV: INSURER NV: INSURER NW: INSURER NX: INSURER NY: INSURER NZ: INSURER OA: INSURER OB: INSURER OC: INSURER OD: INSURER OE: INSURER OF: INSURER OG: INSURER OH: INSURER OI: INSURER OJ: INSURER OK: INSURER OL: INSURER OM: INSURER ON: INSURER OO: INSURER OP: INSURER OQ: INSURER OR: INSURER OS: INSURER OT: INSURER OU: INSURER OV: INSURER OV: INSURER OW: INSURER OX: INSURER OY: INSURER OZ: INSURER PA: INSURER PB: INSURER PC: INSURER PD: INSURER PE: INSURER PF: INSURER PG: INSURER PH: INSURER PI: INSURER PJ: INSURER PK: INSURER PL: INSURER PM: INSURER PN: INSURER PO: INSURER PP: INSURER PQ: INSURER PR: INSURER PS: INSURER PT: INSURER PU: INSURER PV: INSURER PV: INSURER PW: INSURER PX: INSURER PY: INSURER PZ: INSURER QA: INSURER QB: INSURER QC: INSURER QD: INSURER QE: INSURER QF: INSURER QG: INSURER QH: INSURER QI: INSURER QJ: INSURER QK: INSURER QL: INSURER QM: INSURER QN: INSURER QO: INSURER QP: INSURER QQ: INSURER QR: INSURER QS: INSURER QT: INSURER QU: INSURER QV: INSURER QV: INSURER QW: INSURER QX: INSURER QY: INSURER QZ: INSURER RA: INSURER RB: INSURER RC: INSURER RD: INSURER RE: INSURER RF: INSURER RG: INSURER RH: INSURER RI: INSURER RJ: INSURER RK: INSURER RL: INSURER RM: INSURER RN: INSURER RO: INSURER RP: INSURER RQ: INSURER RR: INSURER RS: INSURER RT: INSURER RU: INSURER RV: INSURER RV: INSURER RW: INSURER RX: INSURER RY: INSURER RZ: INSURER SA: INSURER SB: INSURER SC: INSURER SD: INSURER SE: INSURER SF: INSURER SG: INSURER SH: INSURER SI: INSURER SJ: INSURER SK: INSURER SL: INSURER SM: INSURER SN: INSURER SO: INSURER SP: INSURER SQ: INSURER SR: INSURER SS: INSURER ST: INSURER SU: INSURER SV: INSURER SV: INSURER SW: INSURER SX: INSURER SY: INSURER SZ: INSURER TA: INSURER TB: INSURER TC: INSURER TD: INSURER TE: INSURER TF: INSURER TG: INSURER TH: INSURER TI: INSURER TJ: INSURER TK: INSURER TL: INSURER TM: INSURER TN: INSURER TO: INSURER TP: INSURER TQ: INSURER TR: INSURER TS: INSURER TT: INSURER TU: INSURER TV: INSURER TV: INSURER TW: INSURER TX: INSURER TY: INSURER TZ: INSURER UA: INSURER UB: INSURER UC: INSURER UD: INSURER UE: INSURER UF: INSURER UG: INSURER UH: INSURER UI: INSURER UJ: INSURER UK: INSURER UL: INSURER UM: INSURER UN: INSURER UO: INSURER UP: INSURER UQ: INSURER UR: INSURER US: INSURER UT: INSURER UU: INSURER UV: INSURER UV: INSURER UW: INSURER UX: INSURER UY: INSURER UZ: INSURER VA: INSURER VB: INSURER VC: INSURER VD: INSURER VE: INSURER VF: INSURER VG: INSURER VH: INSURER VI: INSURER VJ: INSURER VK: INSURER VL: INSURER VM: INSURER VN: INSURER VO: INSURER VP: INSURER VQ: INSURER VR: INSURER VS: INSURER VT: INSURER VU: INSURER VV: INSURER VV: INSURER VW: INSURER VX: INSURER VY: INSURER VZ: INSURER WA: INSURER WB: INSURER WC: INSURER WD: INSURER WE: INSURER WF: INSURER WG: INSURER WH: INSURER WI: INSURER WJ: INSURER WK: INSURER WL: INSURER WM: INSURER WN: INSURER WO: INSURER WP: INSURER WQ: INSURER WR: INSURER WS: INSURER WT: INSURER WU: INSURER WV: INSURER WV: INSURER WW: INSURER WX: INSURER WY: INSURER WZ: INSURER XA: INSURER XB: INSURER XC: INSURER XD: INSURER XE: INSURER XF: INSURER XG: INSURER XH: INSURER XI: INSURER XJ: INSURER XK: INSURER XL: INSURER XM: INSURER XN: INSURER XO: INSURER XP: INSURER XQ: INSURER XR: INSURER XS: INSURER XT: INSURER XU: INSURER XV: INSURER XV: INSURER XW: INSURER XX: INSURER XY: INSURER XZ: INSURER YA: INSURER YB: INSURER YC: INSURER YD: INSURER YE: INSURER YF: INSURER YG: INSURER YH: INSURER YI: INSURER YJ: INSURER YK: INSURER YL: INSURER YM: INSURER YN: INSURER YO: INSURER YP: INSURER YQ: INSURER YR: INSURER YS: INSURER YT: INSURER YU: INSURER YV: INSURER YV: INSURER YW: INSURER YX: INSURER YY: INSURER YZ: INSURER ZA: INSURER ZB: INSURER ZC: INSURER ZD: INSURER ZE: INSURER ZF: INSURER ZG: INSURER ZH: INSURER ZI: INSURER ZJ: INSURER ZK: INSURER ZL: INSURER ZM: INSURER ZN: INSURER ZO: INSURER ZP: INSURER ZQ: INSURER ZR: INSURER ZS: INSURER ZT: INSURER ZU: INSURER ZV: INSURER ZV: INSURER ZW: INSURER ZX: INSURER ZY: INSURER ZZ: 					
<b>COVERAGES</b>						
CERTIFICATE NUMBER: 1342512077      REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: EPL	Y	Q61-0413044	5/20/2025	5/20/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOP AGG \$2,000,000 AGGREGATE \$250,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		Q05-2040088	5/20/2025	5/20/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> COED <input checked="" type="checkbox"/> RETENTION \$ 0		Q29-2070569	5/20/2025	5/20/2026	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Equipment Floater		Q61-0413044	5/20/2025	5/20/2026	Limit \$2,900,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Old Dominion University and the Commonwealth of Virginia are additional insured(s) on the General Liability policy when required by written contract.						
<b>CERTIFICATE HOLDER</b>  Old Dominion University and the Commonwealth of Virginia  Rollins Hall 5215 Hampton Blvd Norfolk, VA 23508				<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 		

Attachment E

DGS-30-190  
(Rev. 03/12)

CO-17TMP

Commonwealth of Virginia  
Department of General Services  
**Building Permit Attachment for Amusement Device**

	<b><u>Code</u></b>	<b><u>Description</u></b>
Agency:	221	Old Dominion University
Project:	TBD	2013 ODU Non-Capital Projects
Sub-Project:	TBD	Student Activity Hour Event

Event Name:	Student Activity Hour Event
Event Dates:	10/3/2013

Device Name:	Laser Tag, Extreme Air, Gyroscope, Turbo Slide
--------------	--

Serial Number of this Device:	
-------------------------------	--

General Description of this Device:  
(Check one)

<input type="checkbox"/>	Gravity Ride
<input type="checkbox"/>	Concession Go-Karts
<input type="checkbox"/>	Inflatable Amusement Device
<input type="checkbox"/>	Artificial Climbing Wall
<input type="checkbox"/>	Bumper Boats
<input type="checkbox"/>	Bungee Jumping
<input checked="" type="checkbox"/>	Other (describe below):
Inflatable Indoor laser tag, bounce device, gimbaled device, slide	

Amusement Device Inspector:	
-----------------------------	--

Name of Owner or Operator:	
(Person assuming responsibility for the amusement device)	

Site Adaptation Design by:	N/A
----------------------------	-----

Other Comments:	
-----------------	--

**Additional information to be submitted for all Amusement Devices:**

Submit proof of liability insurance of an amount not less than \$1,000,000 per occurrence or proof of equivalent financial responsibility.

Submit site plan indicating location of amusement device in relation to nearby buildings and an accessible route to the device.

Prior to using the device, submit a certificate of inspection by an inspector certified as an amusement device inspector from the Virginia Board of Housing and Community Development . A copy of the certificate of inspection shall be affixed to the device.

### **Important!**

---

*Device shall be installed, maintained and operated in accordance with manufacturer's instructions.*

*If an accident involving the serious injury or death of a patron occurs, the operation of the device shall cease and the Division of Engineering and Buildings and the Department of Housing and Community Development shall be notified within 24 hours.*

Outdoor Events & Permits | CM | Forms Home Page

https://bids.dps.virginia.gov/pages/forms/formshome.aspx

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## Forms Home Page

Home > Forms Home Page

Project Number: **1** Show All Filter Settings

View & Edit or Copy Existing Forms, Filter: **Project # = 1** [How to Download Approved Documents Video Tutorial](#)

Edit	Print	Copy Form To	Agency	Number	Tracking	Subproject Title	Form Type	Rev. #	Final	Submitted	Status	Approved Date	Appropriation	Total Project Cost	Building/Structure Name	Work Permitted	Expiration Date	
			--Select--	221	80321-006	221-80321-006	TED CONSTANT CENTER - STARBUCKS	CO-14			DRAFT		\$0					
			--Select--	221	80321-012	221-80321-012	KAUFMAN HALL ROOF REPLACEMENT, PHASE II	CO-13A			DRAFT		\$0		KAUFMAN HALL	Roofing		
			--Select--	221	84321-014		STADIUM - NEW 50 FT FLAG POLE	CO-13A			DRAFT		\$0		S.B BALLARD STADIUM			
			--Select--	221	84321-014		STADIUM - NEW 50 FT FLAG POLE	CO-13A			DRAFT		\$0		S.B BALLARD STADIUM	removal of existing flagpole and installation of new flagpole.		
			--Select--	221	85321-025		WEBB CENTER PIZZA OVENS	CO-17			DRAFT		\$0		WEBB UNIVERSITY CENTER	Electrical		
			--Select--	221	80321-002		WEBB CENTER - 2ND FLOOR POWER PANELS	CO-17		05/01/2020	APPROVED	05/18/2020	\$0		WEBB CENTER	Partial Building	08/28/2020	
			--Select--	221	80321-009		WEEK OF WELCOME - AUGUST 10-17, 2020 (TENT)	CO-17 TMP		07/17/2020	VOIDED		\$0		TENT 1	Full Building	08/18/2020	
			--Select--	221	80321-006		TED CONSTANT CENTER - STARBUCKS	CO-17		07/21/2020	APPROVED	08/03/2020	\$0		CHARTWAY ARENA	Full Building	12/25/2020	
			--Select--	221	80321-009		WEEK OF WELCOME - AUGUST 10-17, 2020 (TENT)	CO-17 TMP		08/24/2020	APPROVED	08/24/2020	\$0		TENT 1	Full Building	08/24/2020	
			--Select--	221	80321-011		LOT 22 - AUGUST 31 - DECEMBER 14, 2020 (TENT)	CO-17 TMP		08/24/2020	APPROVED	08/26/2020	\$0		LOT 22 TENT	Full Building	12/15/2020	
			--Select--	221	80321-009		WEEK OF WELCOME - AUGUST 10-17, 2020 (TENT)	CO-17 TMP		08/25/2020	VOIDED		\$0		TENT 2	Full Building	10/18/2020	
			--Select--	221	80321-002		WEBB CENTER - 2ND FLOOR POWER PANELS	CO-13A		01/20/2021	APPROVED	02/04/2021	\$0		WEBB CENTER	Partial Building		
			--Select--	221	80321-006		TED CONSTANT CENTER - STARBUCKS	CO-17		03/05/2021	APPROVED	03/08/2021	\$0		CHARTWAY ARENA	Full Building	04/30/2021	
			--Select--	221	81221-010	L721-016	KDM LABORATORY 269 UPGRADES	CO-17		05/12/2021	APPROVED	05/13/2021	\$0		KAUFMAN HALL	Full Building	06/30/2021	
			--Select--	221	81221-006		BIG GAME SK - 08/14/2021 (STAGE)	CO-17 TMP		07/20/2021	APPROVED	08/11/2021	\$0		BIG GAME SK STAGE	Full Building	08/16/2021	
			--Select--	221	80321-010	L721-016	KDM LABORATORY 269 UPGRADES	CO-17		08/02/2021	APPROVED	08/13/2021	\$0		KAUFMAN HALL	Full Building	10/29/2021	
			--Select--	221	80321-006	221-80321-006	TED CONSTANT CENTER - STARBUCKS	CO-13A		08/09/2021	APPROVED	08/10/2021	\$0		CHARTWAY ARENA	Full Building		
			--Select--	221	81221-007	221-81221-007	MONARCH EXPERIENCE - 08/21/2021 THRU 08/30/2021 (TENT)	CO-17 TMP		08/18/2021	APPROVED	08/19/2021	\$0		TENT	Full Building	08/31/2021	
			--Select--	221	81221-002		S.B. BALLARD STADIUM - SECURITY ROOM EMERGENCY CIRCUITS	CO-17		08/25/2021	APPROVED	08/07/2021	\$0		S.B. BALLARD STADIUM	electrical only	11/26/2021	
			--Select--															

## Attachment G

Outdoor Events & Permits | Old | Forms Home Page | 2023 Football Schedule - Old |

https://bits.dgs.virginia.gov/pages/forms/formshome.aspx

new eVA | Boa - Login | Leo Online | Banner XE | Papers login | Archibus Web Cent... | Helpdesk : Technolo... | Bits | Kuali Build | EPACT web site | BFR Online System | Siemens Navigator | M-R FIX | Risk Mgt. Accidents | VIP Home VCA | Other Favorites

--Select the form type to copy this form to--

- CO-2, Authority to Initiate Capital Outlay Project
- CO-3, A/E Contract Log
- CO-4, Application for Approval of Schematic Design
- CO-5, Application for Approval of Preliminary Design
- CO-6, Application for Approval of Working Drawings & Specifications
- CO-8, Approval to Award Construction Contract
- CO-11, Construction Change Order Log
- CO-14, Project Completion Report
- CO-17, Building Permit for Construction
- CO-17 IND, Building Permit for an Industrialized Building
- CO-17 MAN, Building Permit for a Manufactured Home
- CO-17 TWR, Building Permit for a Tower
- CO-17 TMP, Building Permit for a Temporary Structure
- CO-17 SPC, Special Use Permit
- CO-13.3, Certificate of Use and Occupancy**

--Sel 221 B5221-004 B5221-004 BIG BLUE SK SPRING 2025 - 04/26/2025 CO-17 TMP (TENT AND STAGES)

--Sel 221 B5221-005 B5221-005 WHITE COAT CEREMONY WINTER 2025 - 03/03/2025 (STAGE) CO-17 TMP

--Sel 221 B5221-006 B5221-006 MONARCH DINING FISH FRY SPRING 2025 - 04/02/2025 (STAGE) CO-17 TMP

--Sel 221 B5221-008 B5221-008 SENIOR OLYMPICS CEREMONY SPRING 2025 - 04/29/2025 (STAGE) CO-17 TMP

Home

Project N

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Final Submitted	Status	Approved Date	Appropriat Project Cost	Building/Structure Name	Work Permitted	Expiration Date
02/10/202	APPROVED	03/26/202	\$0	TENT	Full Building	04/28/202
02/10/202	APPROVED	02/12/202	\$0	8X8 STAGE	Full Building	04/28/202
02/10/202	APPROVED	03/26/202	\$0	24X24 STAGE	Full Building	04/28/202
02/10/202	APPROVED	02/12/202	\$0	STAGE	Full Building	03/04/202
02/14/202	APPROVED	02/19/202	\$0	STAGE	Full Building	04/03/202
03/21/202	APPROVED	03/24/202	\$0	STAGE	Full Building	04/30/202

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Item 161 to 180 of 219

Add New Empty Form (Click on the form to add from the list below)

## Attachment H

https://bits.dgs.virginia.gov/Pages/Forms/Form.aspx?Mode=New&FormType=CO CO-17 TMP, Building Permi... x

File Edit View Favorites Tools Help

**CO-17 TMP, Building Permit for a Temporary Structure**

Home > Forms Home Page > BCOM Form

Agency Project Temp. Struct. Contacts Attachments GO Action

Submit Date: -


**NEW FORM**

Form Name: **CO-17 TMP**

Form Status: **DRAFT**

Links: Click Here

Form Actions: Save Delete

Project Data		Revised By
Capital Project	<input checked="" type="radio"/> Capital Project <input type="radio"/> Non-Capital Project	
Project	Number: <input type="text"/> New / Not Found Name: <input type="text"/>	
Sub-Project	Number: <input type="text"/> New / Not Found Name: <input type="text"/>	Number: <input type="text"/> Name: <input type="text"/>
Agency	--Select One--	
Facility/Campus	--Select One--	Select the agency from the drop down list.
Project Type	--Select One--	
Location (FIPS Code)	--Select One--	
Alternate Authority	<input type="checkbox"/> HECO <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Independent or Non-State Entity <input type="checkbox"/> N/A	
Procurement Method	<input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management <input type="checkbox"/> Design-Build <input type="checkbox"/> To Be Determined <input type="checkbox"/> PPEA <input type="checkbox"/> ESCO <input type="checkbox"/> VPPA Proceed Other: <input type="text"/>	Method: <input type="text"/> Other: <input type="text"/>
Project Group	<input type="checkbox"/> GOB; DPB CO-8 Approval Required <input type="checkbox"/> Pool Funded Project <input type="checkbox"/> Chapter 1 (2008 Special Session) <input type="checkbox"/> Chapter 781 (2009) <input type="checkbox"/> Chapter 874 (2010-2012) <input type="checkbox"/> Chapter 890 (2011) <input type="checkbox"/> Chapter 3 (2012-2014) <input type="checkbox"/> Chapter 806 (2013)	
CARS Cost Code	<input type="text"/>	
Agency Tracking Number	<input type="text"/>	
Project Comments	 <div></div>	

Form Data Revised By

# Attachment I

https://bits.dgs.virginia.gov/Pages/Forms/Form.aspx?Mode=New&FormType=CO Building Information Tracki... x

File Edit View Favorites Tools Help

## CO-17 TMP, Building Permit for a Temporary Structure

Home > Forms Home Page > BCOM Form

Agency Project Project Form NEW FORM Form Name CO-17 TMP Form Status DRAFT Links Click Here Form Actions Save Delete

Temporary Structure Data		Revised By
Occupant Load	<input checked="" type="checkbox"/> N/A	
Building Code Edition(s)	--Select Groups--	
Accessibility Standards	--Select One--	
Group(s)	<div><div>Add</div><div>Edit Mixed Use Building Groups Delete Editor</div><div>No records to display.</div></div>	
Type of Construction	IA	
Distance to Nearest Bldg or Structure	North: ft., South: ft., East: ft., West: ft.	
Temp. Structure Dimensions	Length: ft. Width: ft. Height: ft. at edge or sidewall	
Temp. Structure Gross Area(sq. ft.)	sq. ft.	
Access Designed By		
Anchorage Designed By		
Method of Anchorage		
Temp. Structure Erected By		

Data Applicable to Tents		Revised By
Type of Tent	<input type="checkbox"/> Open Sides <input type="checkbox"/> With Sidewalls (Closed)	
Type of Fabric	<input type="checkbox"/> Noncombustible <input type="checkbox"/> Conforms to NFPA 701	
Serial Number or Date of Manufacture or Certificate of Flame Propagation Performance Criteria		

Data Applicable to Other Structures (stages, bleachers, etc.)		Revised By
Closed Engineered System	<input type="radio"/> Yes <input type="radio"/> No By:	
Site-Specific Design	<input type="radio"/> Yes <input type="radio"/> No By:	
Floor Live Load	psf	
Roof Live Load	psf	
Wind Speed	<input checked="" type="checkbox"/> N/A (mph)	
Wind Exposure Category	--Select One--	

100%

## Attachment J

Internet Explorer window showing the "CO-17 TMP, Building Permit for a Temporary Structure" form.

Address bar: <https://bits.dgs.virginia.gov/Pages/Forms/Form.aspx?Mode=New&FormType=CO>

Page Title: CO-17 TMP, Building Permit for a Temporary Structure

Navigation: Home > Forms Home Page > BCOM Form

Form Sections:

- Agency**
  - Project
  - NEW FORM
  - Form Name
  - CO-17 TMP
  - Form Status
  - DRAFT
  - Links
  - Click Here
  - Form Actions
- Agency** (Form Fields)
  - Contact Name
  - Phone Number(s)
  - Email
- Responsible User** (Form Fields)
  - Name
  - Phone Number(s)
  - Email

Form Actions: Save, Delete



## Attachment K

Internet Explorer - https://bits.dgs.virginia.gov/Pages/Forms/Form.aspx?Mode=New&FormType=CO Building Information Tracki... x

File Edit View Favorites Tools Help

**CO-17 TMP, Building Permit for a Temporary Structure**

Home > Forms Home Page > BCOM Form

Agency Project Temp. Struct. Contacts Attachments BO Action

Agency	Revised By
Contact Name	
Phone Number(s)	
Email	

Responsible User	Revised By
Name	
Phone Number(s)	
Email	

Save Form

Actions for the Draft step in the BO workflow:

☐ Save data only. Do not submit form.

☒ Saves data and submit for agency approval.

Email Remarks:

Save Cancel Save

100%