



CULPEPER COUNTY, VIRGINIA – SPECIAL EVENTS APPLICATION

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 www.culpepercounty.gov

For General Questions: buildinggeneral@culpepercounty.gov

JOB (SITE) LOCATION IF DIFFERENT THAN OWNER ADDRESS

STREET ADDRESS _____ Permit # _____
CITY/TOWN _____ ZIP CODE _____ Tax Map # _____

OWNER INFORMATION

NAME _____
ADDRESS _____
PHONE NUMBER _____ EMAIL: _____
City/Town State Zip Code

OPERATOR INFORMATION

BUSINESS NAME _____
ADDRESS _____
PHONE _____ EMAIL _____
City/Town State Zip Code
CONTACT PERSON: Person to answer Plan Review Questions & Pickup Permit
NAME _____ DAY PHONE # _____
E-MAIL _____ CELL PHONE # _____

*****IF LOCATION IS AT A COUNTY PARK, CERTIFICATE OF INSURANCE MUST BE PROVIDED TO PARK & RECREATION DEPT. WITH CULPEPER COUNTY LISTED AS AN ADDITIONAL INSURED. (540)727-3412. REQUIREMENT MUST BE MET BEFORE PERMIT IS PROCESSED.**

Amusement Device Permit

Special Event Permit:

- Carnival # rides _____ Attach list of all rides
- Inflation/s & Mechanical ride # Units _____
- Circular, Flat (20' or less)
- Spectacular ride
- Coaster 30' Coaster 60' Zip Line Go-Kart
- Tent # Tents _____ Square Footage of each Tent
- 1) _____ sq.ft. 2) _____ sq.ft. 3) _____ sq.ft. 4) _____ sq.ft.
- There will be 4 sides on this tent.
- There will be Lights inside Tent
- Exit signs will be displayed at time of inspection.

TYPE OF EVENT: Public Event Private Function

Location: _____ Date of Inspection: _____
Time of the Event _____ Time of Inspection: _____ (must be during business hrs.)
Date(s) of Event: _____ to _____
Description of device with serial number: _____

I hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that all construction will comply with the 2021 Virginia Amusement Device Regulations and applicable ordinances. The permit holder is the responsible party for compliance with the VUSBC and other ordinances.

Print Name: _____ Owner Operator
Signature: _____
Date: _____

Application reviewed and accepted by _____ Permit Tech.

AMUSEMENT DEVICE REQUIRED INFORMATION

THE FOLLOWING INFORMATION MUST BE INITIALED BY THE OPERATOR: Make special note of "underlined" information.

It is the responsibility of the party issued this permit to ensure compliance with all provisions of the current Virginia Amusement Device Regulations "VADR". Additionally, all applicable ASTM references per the VADR should be maintained by the Owner/Operator and should be available for the Inspector.

INSURANCE REQUIREMENTS, the owner/operator must submit with this application a copy of his "proof of liability insurance" of an amount of not less than \$1,000,000.00 per occurrence or proof of equivalent financial responsibility and must notify the Culpeper Building Department promptly of any change during the period of operation to be, or which is, authorized by this permit. The policy must list the name of each device identifying a general description of the device(s) insured to include quantities and identification numbers of each ride. A copy of the Insurance Certificate must be supplied with each permit application (copies are not recorded or scanned).

§V13VAC5-31-75. Local building department. G. for amusement devices manufactured prior to 1978, owner or operator shall have the information required by §§10.1 through 10.6 ASTM F1193 available at the time of inspection. In addition, the operator of any amusement device shall be responsible for obtaining all manufacturer's notifications, service bulletins and safety alerts issued pursuant to ASTM F770 and the operator shall comply with all recommendations and requirements set out in those documents. A copy of all such documents shall be made available during an inspection.

DEFINITIONS

- 1. Amusement Device means (i) a device or structure open to the public by which persons are conveyed or moved in an unusual manner for diversion, but excluding snow tubing parks and rides, ski terrain parks, ski slopes, and ski trails, and (ii) passenger tramways. For the purpose of this definition, the phrase "open to the public" means that the public has full access to a device or structure at an event, irrespective of whether a fee is charged. The use of devices or structures at private events is not considered to be open to the public.
2. Circular or Flat-ride must be less than 20' in height.
3. Spectacular Ride cannot be inspected as a circular ride or flat-ride due to complexity or height.
4. Coasters, any coaster that exceeds 30' in height.
5. Small Mechanical Ride means an amusement device, other than an inflatable amusement device, where (i) the assembly time for the device is two hours or less, (ii) the revolutions per minute of any rotation of the components of the device is not greater than seven, (iii) the device has a footprint of less than 500 square feet, and (iv) the device does not invert a patron or lift a patron more than three feet in the air, measured from the ground to the bottom of the patron's feet when the device is operating.

Third Party Inspector

1. A 3rd Party Inspector may perform inspections related to this permit provided prior approval of their Certification is obtained from the Culpeper Building Official. A copy of the 3rd Party Inspector's Certification must be made available to the Building Department prior to the inspection.

*2. Per 13 VAC 5-31-75 the permitting fee associated with the entire event shall be reduced by 75% if a 3rd Party Inspector is utilized.

Approval box and 3rd Party Inspector/Date fields.

ADMINISTRATIVE USE ONLY

FEE SCHEDULE

Table with 3 columns: Item description, Quantity (QTY), and Price. Includes items like Small Mechanical Ride, Circular or flat rides, Spectacular ride, Coaster, Go-Kart, Zip Line, Generator, Tents, and Electrical Permit. Includes a Total row and a 75% reduction row.