



## COUNTY OF LOUISA

DEPARTMENT OF COMMUNITY DEVELOPMENT

Phone (540) 967-3430 Fax (540) 967-3486

[www.Louisacounty.com](http://www.Louisacounty.com)

1 Woolfolk Avenue  
P.O. Box 160  
Louisa, Virginia 23093

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# Tent (Required for Tents Over 900 Sq. Ft.) Permit Package



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**Permit Application Instructions**

**Tent**

**(Required for Tents Over 900 Sq. Ft.)**

**PLEASE RETAIN FOR YOUR RECORDS**

**Permit Application Instructions**

- All areas of this packet must be completed; all forms and items required for submittal must be complete prior to application being accepted.

**Permit Review Process**

Once all required submittals are completed and submitted, review steps are as follows:

1. Submittal Review – Verification that all required submittals are present and completed properly.
2. Zoning Review – Ensures the project is taking place within the Tax Map #, and Zoning District indicated.
3. Building Plan Review – Review of project plans will be completed to ensure project will meet all current building codes.
4. Final Review – Ensures all requirements have been satisfied.
5. Permit Issuance – Community Development staff will inform primary contact when permit is ready for issuance. All fee balances are due at permit issuance.

**Inspection Requirements - SAME-DAY INSPECTIONS ARE NOT AVAILABLE**

- Final Tent Inspection

**Schedule of Fees**

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**FEES DUE AT PERMIT ISSUANCE**

2% State Fee will apply to the following:

- Tent Permit Fee \$ 75.00

Additional Fees:

- Failed Inspection Fee \$ 20.00
- Not Ready when Inspector Arrives \$250.00

**Submittal Requirements**

**Tent**

**(Required for Tents Over 900 Sq. Ft.)**

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**

**Required forms and submittals provided by applicant or applicant’s contractor:**

- Deed/Recordation Receipt** - if the property is not listed in the applicants’ name
- Basic Site Plan** - showing where the tent will be located on the property
- Basic Tent Layout** - tables, entrances, exits, fire extinguishers
- Certificate of Flame Resistance Material** - to be obtained from tent company



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**Development Permit Application**

**Tent**

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**Contact Information**

Property Owner: _____	Phone #: _____
Address: _____	Email: _____
City, State, Zip: _____	
Contractor Name: _____	Phone #: _____
Contractor Address: _____	Email: _____
City, State, Zip: _____	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent	

**Project Location and Property Information Details**

Property Address (if applicable): _____	
Tax Map #: _____	Magisterial District: _____
Zoning District: _____	Subdivision: _____
Job Value: \$ _____	
# and Size of Tents: _____	
Date and Time of Event: _____	
Date and Time Tent to be Erected & Dismantled: _____	
Requested Date and Time for Inspection: _____	
Directions to property from County Office Building:	
_____	
_____	

**I declare that the statements made and the information given on this application are true, full, and correct to the best of my knowledge and belief, and I agree to conform to all Zoning and Building Regulations. I give my permission for County staff to enter onto this property for appropriate inspections. I also acknowledge the comments made by the Zoning Administrator or designated agent and the setback requirements stated on this form and/or permit. I further understand that an authorized agent of Louisa County may require a foundation survey or setback certification for compliance at any time during the construction process or prior to issuance of a Certificate of Occupancy.**

Acknowledged By (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner or Authorized Agent: \_\_\_\_\_



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**Contractor Information Sheet**

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Fill out either the Contractor License Exemption OR Owner/Agent Affidavit

**Contractor License Exemption-** The property owner will be acting as the contractor and is responsible for work performed onsite.

*I affirm that I am the owner of a certain tract or parcel of land listed below and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of §54.1-1111 and §54.1-1101 of the Code of Virginia and I am not a contractor or subcontractor.*

Owner(s) Name: \_\_\_\_\_

Address or Tax Map #: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

**Notice: Per §54.1-1101, Exemptions:** *The property owner of a commercial, industrial, or manufacturing facility is only allowed this exemption for repairs or improvements to the existing structure(s). New structures, including additions are not included in this exemption. The property owner shall be a properly licensed contractor or employ a properly licensed contractor per §54.1-1103 of the Code of Virginia.*

**- OR -**

**Owner/Agent Affidavit-** The property owner has hired a contractor to perform work for this project. Contractor information will be verified.

*I hereby certify that I/we, owner(s) of record, authorize the below referenced person/contractor/RDP to submit this application as my/our authorized agent.*

Owner(s) Name: \_\_\_\_\_

Address or Tax Map #: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

Contractor

Contractor/Company/Agent Name: \_\_\_\_\_

Virginia Contractor's License #: \_\_\_\_\_

License designation(s), e.g. CBC/RBC/ELE: \_\_\_\_\_

Tradesman License # & Designation: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature of Contractor/Agent: \_\_\_\_\_



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**Zoning Approval & Requirements**  
**Tent**  
**(Required for Tents Over 900 Sq. Ft.)**  
**Staff Use Only**

Zoning Permit # \_\_\_\_\_ Building Permit # \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by Zoning Administrator or

Designated Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Building Official or

Designated Agent: \_\_\_\_\_ Date: \_\_\_\_\_