



COUNTY OF STAFFORD

DEPARTMENT OF PUBLIC WORKS

Amusement Device Policies and Procedures

Amusement Devices are regulated by Virginia Amusement Device Regulations (VADR). Amusement Device means

- A device or structure open to the public by which persons are conveyed or moved in an unusual manner for diversion and
- Passenger tramways

In accordance with the Code of Virginia, a permit application shall be made to the local building department at least five days before the date in which the applicant intends to operate an amusement device.

DOCUMENTS REQUIRED

When applying for a permit for the construction, reassembly, operation and inspection of amusement devices you must submit the following documents:

- Amusement Device Application – The amusement device application must be completed in its entirety, including:
 - Commissioner of the Revenue approval – Required regardless of the size of the event, the application must be signed by a representative of the Commissioner of the Revenue’s office prior to submittal to the CDSC.
 - Amusement Device List – List includes the ride name, manufacturer, and serial number.
 - Event Information.
 - Applicant Information – Provide the name of the person authorized to accept service of process on behalf of the owner or lessee.
 - Land Owner Information.
- Site Layout Plan – Provide two (2) copies of a site layout plan showing the location of the proposed amusement devices for Zoning approval. Zoning approval is required on all applications regardless of the size event. This approval will take place after the application has been submitted.
- Liability Insurance – Provide proof of liability insurance in accordance with the *Virginia Amusement Device Regulations*.
- Non-Destructive Testing – Provide proof that non-destructive testing has been conducted for each amusement device by a recognized agency as prescribed by the device manufacturer and in accordance with the applicable American Society for Testing Materials (ASTM) standards must be on site for inspection.
- Ride operators’ instruction manual and the set up instructions.

EXEMPTIONS

Amusement devices that meet certain criteria are exempt from permit requirements; however, an **Event Permit is required for two or more devices.**

Required documentation for exemption:

- Proof of inspection from any local building department in Virginia.
- Proof of liability insurance of an amount not less than \$1,000,000 per occurrence.
- Ride operators' instruction manual and the set up instructions.
- Generators –Small portable generators serving only cord and plug connected equipment loads.
- Kiddie Rides – A permit or inspection need not be obtained if all three requirements are met.
 - The device has an unexpired certificate of inspection (within the same calendar year) by a local building department in Virginia, regardless of whether the ride has been disassembled or moved to a new site.
 - The passengers are 54" in height or less and;
 - The design capacity is 12 passengers or less and;
 - Device can be assembled in two hours or less.
- Inflatable Amusement Devices – A permit or inspection need not be obtained if all three requirements are met.
 - The device has an unexpired certificate of inspection (within the same calendar year) by a local building department in Virginia, regardless of whether the ride has been disassembled or moved to a new site and;
 - The inflatable device is less than 150 square feet and;
 - The patron containment area is less than 10 feet.

FEES

- Administrative \$25.00
- Zoning Review \$125.00
- Event Permit \$50.00
- Circular Ride or Flat Ride (less than 20" in height) \$55.00
- Coaster \$200.00
- Kiddie Ride \$35.00
- Spectacular Ride \$75.00
- Generators <100 KVA \$50.00/ ≥100 KVA \$100.00
- State Levy of 2% of all inspection fees
- Technology Service fee of 2.75% of all other fees
- Inspection fees to be reduced by 75% if a private inspector is used
- After Hours Inspections add 50% to the total inspection fee

THIRD PARTY INSPECTION REQUIREMENTS

- Inspector Certification – If a third party inspector is used in lieu of a Stafford County Code inspector, provide a copy of the Third-Party Inspector’s Virginia Amusement Device Certification and a contact telephone number.
- Pre-Inspection Meeting – The Third-Party Inspector shall meet with a representative from the Building Officials Office, prior to conducting inspections, to present his/her Virginia Amusement Device Certification, review the inspection requirements and obtain the amusement device inspection stickers.
- Submit Inspection Reports – The Third-Party Inspector is required to submit an inspection report before the ride may be operated. The report shall include the name and type of ride inspected, discrepancies found, the repairs made, and any ride that will not be put into operation because of the severity of discrepancies found. The building department personnel will insure the certificate of inspection is posted on each device and that it is visible to the public.
- Enforcement – The building department personnel shall have authority to conduct inspection at any time an amusement device would normally be open for operation to issue an order to temporarily cease operations upon the determination that the device may be unsafe or may endanger the public.
- Accidents and Injuries – Any injuries caused by an amusement device shall be reported to the Third-Party Inspector and the Building Department. The amusement device shall be taken out of service until investigated by Stafford County Inspector or a Third-Party Inspector.

For further assistance, please contact the Inspection Office at 540-658-8950.