



DEPARTMENT OF  
GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

Serving Government. Serving Virginians.

# BCOM NEWSLETTER

Issue # 38

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## **March 26 Email System Transition**

On March 26, 2018, the Virginia Information Technologies Agency (VITA) will transition all DGS staff, including BCOM, and approximately 45,000 other state agency users over to a new email system. This change is part of the disentanglement of Northrop-Grumman from the VITA-NG Partnership. We are hopeful the March 26 switchover will be without issue, however, most major system changes of this magnitude have some post-implementation issues. BCOM appreciates our agency customers' patience during and immediately after the March 26 transition.

The email addresses of individual BCOM staff members and BCOM's "special group mailboxes" will remain unchanged. We don't expect issues with individual user email accounts, but there may be issues with BCOM's special group mailboxes listed below, as the potential impact to these multi-user accounts cannot be tested prior to the March 26 transfer.

- [bits@dgs.virginia.gov](mailto:bits@dgs.virginia.gov)
- [boforms@dgs.virginia.gov](mailto:boforms@dgs.virginia.gov)
- [capout@dgs.virginia.gov](mailto:capout@dgs.virginia.gov)
- [coforms@dgs.virginia.gov](mailto:coforms@dgs.virginia.gov)
- [seminars@dgs.virginia.gov](mailto:seminars@dgs.virginia.gov) .

*To see the purpose of each of BCOM's Special mailboxes, visit the [BCOM Contacts webpage](#).*

Should issues occur, BCOM will issue further advisories/instructions to key agency contacts and will also post information on the BCOM website. Should agency users notice any email issues on March 26 or shortly thereafter, please contact the [BCOM Lead Reviewer assigned to your agency](#). ☐

## **M-R FIX Update**

As a follow-up to the February 15, 2018 Maintenance Reserve Facility Indexing (M-R FIX) webinar, the presentation slides, with additional annotations, are now available on the [M-R Fix webpage](#).



## Temporary Tent and Stage Permits

As the weather turns warm and state agencies plan events for the spring and summer, the festivities may include a temporary tent, or stage, or both. The tent or stage may require a building permit, due to its size, the number of occupants and its location. The agency submits an application (CO-17 TMP, *Building Permit for a Temporary Structure*) using BCOM's [Building Information Tracking System](#) (BITS.) This system is accessible to registered agency users. The agency also submits supporting information (below) to [boforms@dgs.virginia.gov](mailto:boforms@dgs.virginia.gov) at least 10 days prior to the event date.

The agency must confirm that the tent or stage is indeed a “temporary structure” not to be used for more than 180 days, and that the temporary structure is to be erected on State property.

The 2012 *Virginia Statewide Fire Protection Code* and 2012 *Virginia Construction Code* (VCC) address temporary structures. The 2017 Edition of the *Construction and Professional Services Manual* (CPSM) – Revision 0, dated 9/30/2017, provides guidance for applying for a temporary Tent or Stage permit.



This watercolor painting is the only known wartime depiction of George Washington's army command center tent during the Revolutionary War. The painter was a French-born engineer, Pierre L'Enfant

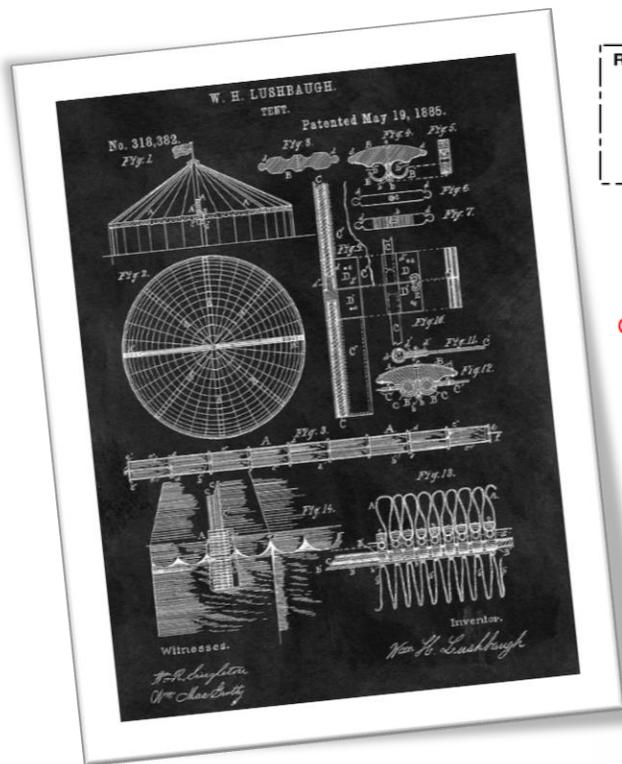
**APPLICATION DATA:**

A complete application will include documentation supporting the request for permit. Much of the supporting information may be obtained from the tent or stage supplier, including: overall layout dimensions, method of anchorage, certificates of flame resistance for fabric tent covers or stage skirts, structural loading capacity for stages.

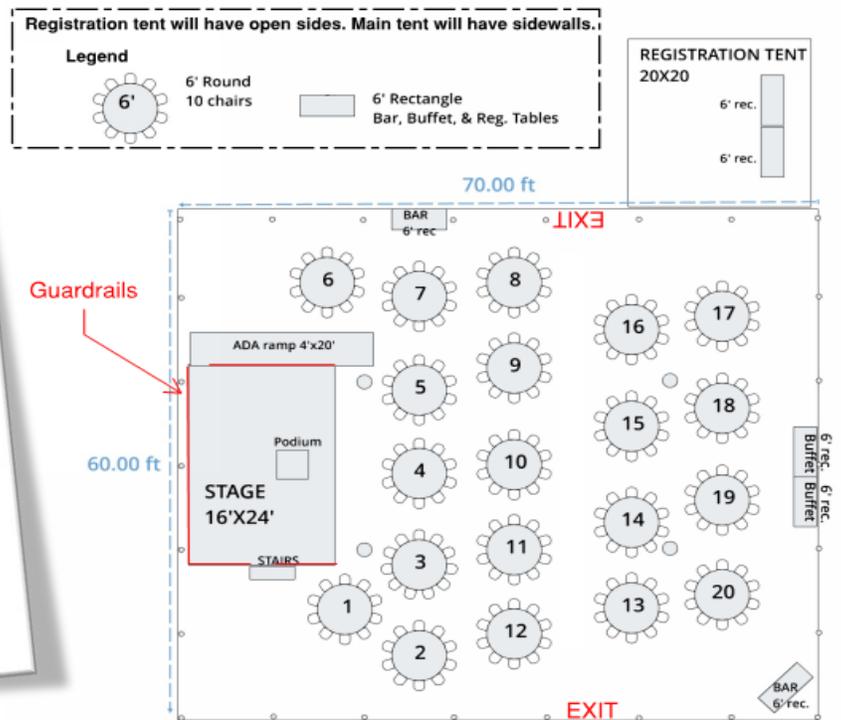
The agency provides a site plan indicating the size and location of the temporary structure, including dimensioned distances from adjacent buildings. The site plan locates the temporary structures relative to other temporary structures and nearby buildings, sidewalks and parking in the vicinity. Temporary structures shall not block the means of egress from other structures or be within 20' feet of them. The site plan must demonstrate access to the public way, including parking or a drop-off location.

For a tent, the floor plan will include the proposed layout of the interior showing the means of egress, tables and chairs, just chairs, or other features that may include a dance floor, exhibit booths and even a stage (which, unless 4" or less above grade, would require its own permit application). For a stage, the floor plan will include the locations of the stairs, accessible ramp, and guardrails. Detailed information is best, and drawings prepared "to scale" are appreciated.

The occupant load is determined by occupancy calculations per Table 1004.1.2 of the VCC for the function of the tent or stage.



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**FEATURES:**

Other supporting information may be required for features that provide support for the tents or stages. These features may include lighting, heating, cooking appliances and generators.

When electricity is required for lighting, security or sound systems, it is important that power cords are located so that they do not pose a tripping hazard.

Propane tanks for heaters must be located outside the tent and at least 10' from the tent. Note that the method of ventilation must be indicated.

Open flames are not allowed within tents or within 20' of temporary structures. Generators cannot be within 20' of tents.

**ACCESSIBILITY:**

Compliance with the 2010 ADA Standards for Accessible Design (ASAD) is required for tents and stages. The areas of compliance that most often overlooked in the design of tents are thresholds at doorways, and power cords obstructing the Public Way. Overlooked items in stage design may include the required handrail extensions and terminations, solid risers, ramps and companion seating.

**INSTALLATION & INSPECTION:**

After obtaining the appropriate permits and erecting the temporary structures per the requirements of the permit, the tents and stages must be inspected by the responsible user or the agency representative. The State Fire Marshal may inspect the installation for means of egress and code compliance. The temporary tent or stage shall only be used for the purpose and duration as stated on the permit.

If an agency wishes to erect the temporary structure repeatedly at the same location and for the same event, the agency may wish to consider submitting an application for a Seasonal Permit. Contact BCOM for more information.

If there are special conditions related to the tent or stage, contact the Bureau of Capital Outlay Management (BCOM) at [boforms@dgs.virginia.gov](mailto:boforms@dgs.virginia.gov) or call 804-786-0402, or contact the Lead Reviewer assigned to the agency.

**NOTES**

1. Equipment (stages most typically) that are part of an over-the-road vehicle which remain supported by their wheels and that are parked are not considered temporary structures.
2. Stages that are owned and erected by contract performance groups, which are exclusively for the use of the contract performance group, may not require a permit.
3. Tents located within 20 feet of existing structures may be permitted under certain circumstances.
4. Temporary alternative use of an existing structure (i.e. warehouse used as assembly) requires a CO-17, *Application for Building Permit* – not a CO-17 TMP.



Imagine the paperwork required for these tent permits !

## CPSM Forms Update

The following new or revised forms are available from the DGS Forms Center:

- [CPSM Forms Master List \(DGS-30-000\)](#)
- [CR-1, Project Planner \(DGS-30-199\)](#) and completed example
- [CR-2, Cost Review Questionnaire \(DGS-30-198\)](#)
- [CO-9.1, Notice of Intent to Award \(DGS-30-067\)](#)
- [CO-9.1a, Notice of Award \(DGS-30-068\)](#)
- [CO-9.2, Notice to Proceed \(DGS-30-072\)](#)
- [CO-11, Construction Change Order \(DGS-30-092\)](#)

