

BCOM NEWSLETTER

Issue # 43

July 2018



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Permitting of Temporary Bleachers and Grandstands for Erection on State Property

Bleachers or grandstands are typically rented by State Agencies to provide temporary tiered indoor or outdoor seating for specific events. Prior to erection of the temporary bleachers on State property, the Agency must obtain a Building Permit for a Temporary Structure (Form CO-17 TMP) issued by the State Building Official. A minimum of 10 days prior to the event, the Agency applies for the permit by submitting the CO-17 TMP form to BCOM via the [BITS](#) web application and including the required supporting documents.

The supporting documentation is submitted to BCOM via email (boforms@dgs.virginia.gov) or by mail or courier service for larger drawings. CPSM Section 4.19.3.3.4 provides information on supporting documentation needed to process the building permit for temporary bleachers.



Applicable Codes and References

A site plan, floor plan, and structural details of the bleachers are required. The design shall be in accord with the applicable requirements of the current edition of the Virginia Uniform Statewide Building Code, the referenced standard for bleachers American National Standard ICC 300, and the 2010 ADA Standards for Accessible Design.



Drawing Requirements

If the bleachers are fabricated on site and/or erected by other than the equipment rental company, construction/erection documents signed by a Virginia licensed architect or engineer are required. Provide drawings of the bleachers or grandstands with the following information to BCOM for review:

- A. Applicable building code and accessibility references. Include code information such as construction type, occupancy classification, maximum occupant load, and structural design loads. Provide specifications and general notes for erection;
- B. Site Plan indicating the bleacher location, distances to surrounding buildings and structures, property lines, roads, sidewalks, and an accessible route to the public way. Interior installations shall include the building's and specific room's location and name. Identify locations of supporting facilities such as toilet rooms. If the bleachers are proposed to be used at night, indicate the means of egress lighting and power;
- C. Dimensioned Floor Plan indicating the layout of bleachers and grandstands, capacity of seating, means of egress, aisles, aisle stairs, cross aisles, exits, handicap accessibility, access stairs, handrails, guards;
- D. Elevations / Sections – Front, Back and Typical Side Elevations indicating locations and heights of items on the Plan entry above, structural bracing and extent of any fabric wrap or panels preventing persons walking through the supporting structure; typical section through the stepped aisle indicating handrails, floor boards and end guards beyond seating;
- E. Details showing methods of tie-down or other anchorage, including calculations demonstrating proper anchorage against overturning. Provide construction details for structural support and bracing, stairs, handrails, stair aisles, cross aisles and seating.

Many of the ICC-300-12 requirements are similar to those listed in the 2012 Virginia Construction Code, Chapter 10 and more particularly Section 1028 – Assembly. Review and approval by BCOM of the drawings listed above is a prerequisite for processing the Form CO-17 TMP. It is wise to save copies of all submittals for annual or other reoccurring events for future submittals. Below are some of the specific items that BCOM reviews the submitted drawings for:

1. Slip-resistive foot traffic surfaces, with stairs and ramps ending at the bottom on accessible/walkable surfaces to the public way;
2. Closed risers for stairs and aisle stairs of proper widths, riser heights, and quantity;
3. Center stair aisle handrail gaps (22" to 36" clear width) to cross over to the other side of an aisle and its seating;
4. Compliant handrails, handrail extensions and ends;
5. Openings of less than 4" between guards and guard railings and between seating boards and foot boards;
6. Placement of guards at edges of the bleachers or grandstands and at bottom of aisle stairs, along the sides of stairs and at the top of vomitories;
7. An accessible path leading to wheelchair event viewing areas with companion seating and without walk-areas in front;
8. Accessible ramps with landings and handrails;
9. Base condition for support structure, such as mud sills, base plates and base jacks, including any required anchorage;
10. Fabric wrap perimeter guard fabric (skirting) that is NFPA 701 compliant, with submitted certificate;
11. Compliant normal and emergency egress lighting with exits identified.

Submittal of location picture(s) is recommended to indicate the structural supporting base for bleachers and grandstands (grass fields, paved parking lots, interior floors, etc.) and the proximity of roadways, trees, buildings and other structures.

Additional Documentation Needed

If the bleachers are a closed engineered system, manufacturer's data for the bleachers along with a certificate of insurance from the equipment /rental erection company are required.



Provide a Certificate of Flame Propagation Criteria for any skirts, drapes or other fabric that will be provided to close off the area under the bleachers. Also include a site plan that can be attached to the building permit locating the bleachers relative to adjacent structures.



Information Required to Complete the Building Permit for Temporary Bleachers

The following Agency information, event information, site information, bleacher design / erection information, and building code information is needed to complete the Form CO-17 TMP:

- State project code (contact BCOM to assign the project code)
- Address and FIPS Code/Location
- Agency Contact Information, including the responsible user
- Event Name and Event Dates
- Name of the temporary structure owner and name of the erector
- Method of Anchorage
- Name of the nearest building and distances to the nearest structures or buildings in each direction
- Current VCC Building Code Edition (Date)
- VCC Occupancy classification (Assembly Group Number) and Occupant Load of bleachers
- VCC Construction Type
- VCC floor and roof live loads, wind speed, and wind exposure category
- Length, width, height and plan area of bleachers
- Name of company providing the closed engineered system and the engineer providing the site specific design

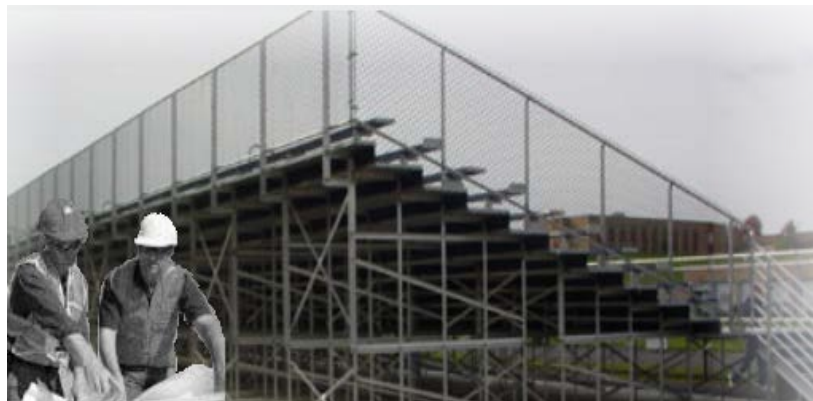
See example
CO-17 TMP
form on
next page

Inspections

Once the approved Building Permit Form CO-17 TMP is issued by the State Building Official, erection of the bleachers/grandstands may begin on the permit "issued date." The design Architect/Engineer or an independent third party inspector shall inspect for proper installation and safety prior to use. Necessary completions/corrections shall be made. The State Agency Safety Officer shall inspect the bleachers or grandstands installation for compliance with the approved construction / erection documents and prior to each occupancy. The State Agency Safety Officer may delay or cancel use and occupancy due to actual or forecast severe weather concerns. Schedule the State Fire Marshal for an inspection of the grandstands or bleachers prior to occupancy and send a report to BCOM. A representative of the State Building Official may inspect the bleachers or grandstands for permit completion, compliance, accessibility and project occupant safety. This inspection would include the eleven items listed above.

After the event, the temporary bleachers and grandstands shall be disassembled and removed prior to the expiration date listed on the Form CO-17 TMP.

Contact the Lead Review assigned to supporting your Agency with any questions about temporary bleachers or grandstands.





COMMONWEALTH OF VIRGINIA
DEPARTMENT OF GENERAL SERVICES
CO-17 TMP, Building Permit for a Temporary
Structure

Issued: 10/13/2017
Expires: 10/16/2017
Form Status: APPROVED
SFMO Inspection Required: Yes

PROJECT 216-A7216-025

Agency: JAMES MADISON UNIVERSITY
Project: 2017 JMU NON-CAPITAL PROJECTS
Sub-Project: 2017 ESPN GAME DAY - OCTOBER 14, 2017 (BLEACHERS)
Facility: James Madison University
Project Type: TEMPORARY STRUCTURE
FIPS Code/Location: 660 - HARRISONBURG, CITY OF SFMO (Regional Office): Division 2
Address: 181 Patterson Street Harrisonburg, VA 22807
Agency Contact: Julie Bubb Dove Phone: 540-568-4103/540-290-1242 E-Mail: bubbja@jmu.edu

TEMPORARY STRUCTURE

Event Name: **2017 ESPN GAME DAY COKE ZERO BLEACHERS**
Type of Temp. Structure: Bleachers/Grandstands
Event Date(s): October 13 & 14, 2017
Temp. Structure Owner: ESPN Game Day
Name of Nearest Building: Ashby Hall
Occupancy Load: 40
Building Code Edition: VUSBC 2012 Edition
Building Code Parts: N/A
Accessibility Standards: 2010 ADA Standards for Accessible Design
Group: A-5
Distance to Nearest Bldg or Structure: North: 100 South: 100 East: 100 West: 100
Temp. Struct. Dimensions: Length: 20 Width: 16 Height: 8.5
Tmp. Struct. Gross Area(sq ft) 320 Type of Construction: VB
Access Design By: Manufacturer Anchorage Design By: Manufacturer
Method of Anchorage: lag screws into steel base plates into wood sill plates
Erected By: ESPN Game Day
Responsible User: Kevin Warner Phone: 540-568-4263 E-Mail: wamerka@jmu.edu

DATA APPLICABLE TO TENTS, BLEACHER DRAPES AND BLEACHER SKIRTS

Type of Tent: N/A Type of Fabric: N/A
Serial Number or Date of Manufacture or Certificate of Flame Propagation Performance Criteria:
4/4/14, Test Number T-14500: ASTM E84 (UL 723) Class A - Flame Spread 5, Smoke Developed 30

DATA APPLICABLE TO OTHER STRUCTURES (STAGES, BLEACHERS, ETC.)

Closed Engineered System: Yes, By: Seating Solutions
Site-Specific Design: No
Floor Live Load (psf): 100 Roof Live Load (psf): N/A
Wind Speed (mph): 120 Wind Exposure Category: C

SPECIAL CONDITIONS / STIPULATIONS

Permission granted to erect and use/occupy the temporary facility/bleachers for the period shown subject to the following:

1. Bleachers shall be designed and constructed to support a 100 psf minimum live load and the additional criteria in 2012 VCC Table 1607.1 (Note c) and ICC 300-12;
2. Supporting structures shall be adequately braced and anchored in conformance with 2012 VCC Section 1607, Table 1607.1 (Note c) and ICC 300-12;
3. Provide stairs, ramps, handrails and guards compliant with both the 2012 VCC and 2010 ADA Standards for Accessible Design;
4. Emergency exits shall be properly marked and lighted;
5. Adequate clear paths for egress/exiting shall be maintained;
6. Provide Sanitary/Toilet facilities for A-5 Assembly Occupancy per 2012 VPC Table 403.1 within 500 feet;
7. Agency Safety Representative shall inspect the bleachers for proper installation and safety prior to use;
8. Maintain a copy of this permit/certificate with listed attachments for on-site inspection by Regional State Fire Marshal.
9. An A/E or an approved 3rd party inspector shall inspect the bleachers for proper installation and safety prior to use.

Attachments:

Site Plan, Signed/sealed/dated bleacher drawings by Seating Solutions; photo of anchorage to sill plate, Certificate of Flame Resistance

Approved:

Mike Mike Coops, for the Director of Division of Eng. & Bldgs.

CPSM Forms Update

There were no new or revised forms issued in July, however, an improvement was made to the CPSM Forms Master List. Although users can always search the Forms Center to find individual forms, as a convenience to users, hyperlinks have been added within the [CPSM Forms Master List \(DGS-30-000\)](#). These hyperlinks provide even quicker access to view and/or download CPSM forms from the DGS Forms Center.

DGS-30-000
(Rev. 06/18)

Hyperlinks added to all current forms → **3. Current Forms on DGS Forms Center**

Following is a complete listing of all Capital Outlay Management forms currently available for download from the DGS Forms Center. Recently added or revised forms are highlighted.

Form Name	DGS Form #	Alternate ID #	Format	Rev Date mm-yy	Remarks
Post Bid Modification	DGS-30-080	CO-9b	Word	06-07	
Standard Performance Bond	DGS-30-084	CO-10	Word	09-07	
Standard Labor and Material Payment Bond	DGS-30-088	CO-10.1	Word	09-11	
Standard Bid Bond	DGS-30-090	CO-10.2	Word	12-07	
Change Order (Construction Contract)	DGS-30-092	CO-11	Excel	02-18	
Change Order Justification >>> is included within the DGS-30-092 / CO-11 form	DGS-30-096	CO-11a	Excel	02-18	
A/E Contract Change Order	DGS-30-100	CO-11ae	Excel	07-17	
Schedule of Values and Certificate for Payment	DGS-30-104	CO-12	Excel	01-16	
Affidavit of Payment of Claims	DGS-30-108	CO-13	Word	12-17	
Certificate of Completion by A/E or Project Mgr	DGS-30-112	CO-13.1	Word	04-13	
A/E's Certificate of Substantial Completion	DGS-30-116	CO-13.1a	Word	04-13	
Final Report of Structural & Special Inspections	DGS-30-120	CO-13.1b	Excel	08-14	

VCCO Update

The following individuals recently passed the Virginia Construction Contracting Officer (VCCO) certification examination:

- **Carlton Hassell** with the Department of Behavioral Health and Developmental Services
- **Theresa Harris** with the Richmond Behavioral Health Authority
- **Torry Huff** with Prince William County

Virginia Construction Contracting Officers are state and local government employees who have completed the necessary training and successfully passed a multi-part examination focused on state procurement law, policy and procedures. VCCOs perform several key functions in delivering projects including the procurement of professional services; the receipt, opening and review of bids; and in some cases the approval of CO-8 forms for recommending the award of construction contracts.

Additional Backup Requirement for all CO-17TMP's for Amusement Devices

Starting August 1, 2018, in addition to a Site Plan, the CO-17TMP Attachment One and Certificate of Liability Insurance, the Manufacturer's Installation and Operating Instructions must now be submitted.