



Amusement Device Submission and Inspection Guidelines

Version 2021-07-01



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Overview

Building Development [Policy 1.05 Amusement Device Permits/Inspections](#) establishes the overall policy requirements for obtaining permits, Third-Party inspections, insurance and what to do in the event of an accident or injury for Amusement Devices.

The Amusement Device Submission and Inspection Guideline is a companion document that provides the procedures for obtaining the permit and inspections for amusement devices within a temporary activity. The Guideline also provides a list of known Third-Party Amusement Device Inspectors that perform inspections within Prince William County.

Attachments/Hyperlinks

- [Policy 1.05 Amusement Device Permits/Inspections](#)
- [Amusement Device Certification](#)
- [Inspected Small Mechanical Ride Verification](#)
- [Virginia Amusement Device Regulations](#)
- [Policy 1.10 Inspections – Scheduling Overtime Inspections](#)

General Requirements

A permit and inspection are required every time an Amusement Device is set up, unless it is a Small Mechanical Ride or Inflatable Amusement Device. If either device has an unexpired certificate of inspection (less than one year) by a local Building Department in Virginia, regardless of whether the ride has been disassembled or moved to a new site, a permit or inspection for a either need not be obtained. However, in such cases, the Building Development Division shall be notified prior to operation through the submission of the [Inspected Small Mechanical Ride Verification](#) form.

Please note that the amusement device owner/operator will be responsible for hiring a Third-Party Virginia State Certified Amusement Device Inspector to conduct all inspections. Please see the Third-Party Amusement Device Inspectors List on page 5 of this handout for names of inspectors who commonly do inspections in Prince William County. Prince William County does not perform Amusement Device Inspections with the following exceptions:

Exception:

1. Normal Business Hours – A County Amusement Device Inspector will inspect up to seven (7) amusement devices during normal business hours.
2. Overtime Inspections – If a County Amusement Device Inspector volunteers to conduct the inspections, after hours inspections are available per the [Policy 1.10 Inspections – Scheduling Overtime Inspections](#).

PERMIT FEES

- [Mechanical Permit Fee](#) – In accordance with the [Building Development Fee Schedule](#) and the [Virginia Amusement Device Regulations](#), all amusement device permit fees shall be reduced by 75% when a private Third-Party Inspector is used.
- [Electrical Permit Fee](#)
- [Overtime Fee](#), as required, if the inspection occurs outside normal business hours.

CODE REFERENCE MATERIAL

For more detailed code information, please see the [Virginia Amusement Device Regulations](#).

Submission Requirements

GENERAL SUBMISSION GUIDELINES FOR RIDES

To obtain the permit from the Building Development Division for the construction, reassembly, operation and inspection of amusement devices, the following shall be submitted for review and approval:

1. [Zoning Application](#) – The applicant must first obtain approval from the Zoning Administrator for the activity, the activity’s location, and the dates on which the amusement devices will be used. Generally, a [Temporary Activity Permit](#) will be required. Please contact the Zoning Department at 703-792-6830 or ZoningCounters@pwcgov.org for further information.
2. [Mechanical Permit Application](#) – The application must list the date of the event and names of the owner, lessee, or agent of either. The application, or separately supplied document, must provide the name of the person authorized to accept service of process on behalf of the owner or lessee.
3. [Electrical Permit Application](#) – The application is required for all electrical systems except those that are 120 volt, 15-20 amp, cord and plug connected to either an existing power source or portable generator.
4. [Amusement Device Certification](#) – Provide the list of amusement devices to be constructed/installed with each device’s serial number. Label each device as Kiddie, Adult or Spectacular.
5. [Inspected Small Mechanical Ride Verification](#) – Provide the list of all Small Mechanical Rides that have an unexpired certificate of inspection issued by any local building department in the Commonwealth, if applicable. Attach a copy/picture of the inspection sticker(s) or copy of the inspection report(s), if applicable.
6. Site Layout Plan – Provide a site layout plan showing the location of the proposed amusement devices.
7. Inspector Certification – Provide a copy of the Third-Party Inspector’s Virginia Amusement Device Certification and a contact telephone number, if applicable.
8. Liability Insurance – Provide proof of liability insurance in accordance with the [Virginia Amusement Device Regulations](#).

GENERAL SUBMISSION GUIDELINES FOR INFLATABLE DEVICES

1. [Zoning Application](#) – The applicant must first obtain approval from the Zoning Administrator for the activity, the activity’s location and the dates on which the amusement devices will be used. Generally, a [Temporary Activity Permit](#) will be required. Please contact the Office of Planning at 703-792-6830 or ZoningCounters@pwcgov.org for further information.
2. [Mechanical Permit Application](#) – The application must list the date of the event, the size of the inflatable device(s) and names of the owner, lessee, or agent of either. The application, or separately supplied document, must provide the name of the person authorized to accept service of process on behalf of the owner or lessee.
3. [Amusement Device Certification](#) – Provide the list of amusement devices to be constructed/installed with each device’s serial number. Label each device as Kiddie, Adult or Spectacular.
4. [Inspected Small Mechanical Ride Verification](#) – Provide the list of all Small Mechanical Rides that have an unexpired certificate of inspection issued by any local building department in the Commonwealth, if applicable. Attach a copy/picture of the inspection sticker(s) or copy of the inspection report(s), if applicable.
5. Site Layout Plan – Provide a site layout plan showing the location of the proposed amusement devices.
6. Inspector Certification – Provide a copy of the Third-Party Inspector’s Virginia Amusement Device Certification and a contact telephone number, if applicable.
7. Liability Insurance – Provide proof of liability insurance in accordance with the [Virginia Amusement Device Regulations](#).

Inspection Guidelines

GENERAL INSPECTION GUIDELINES FOR RIDES

1. Pre-Inspection Meeting – Prior to conducting inspections, the Third-Party Inspector shall meet with a representative from the Building Construction Inspections Branch to present his/her Virginia Amusement Device Certification, review the inspection requirements and obtain the amusement device inspection stickers.
2. Non-Destructive Testing – Provide proof that non-destructive testing has been conducted. Testing for each amusement device must be conducted by a recognized agency, as prescribed by the device manufacturer, and in accordance with the applicable American Society for Testing Materials (ASTM) standards.
3. Submit Inspection Reports – The Third-Party Inspector is required to complete an inspection report before the ride may be operated and submit it no later than the next business day. The report shall include the name and type of ride inspected, date and time of inspection, discrepancies found, the repairs made, and any ride that will not be put into operation because of the severity of discrepancies found.
4. Quality Control Inspection – During the event, the Building Development Division may perform unscheduled quality control inspections of the amusement devices and their operation.
5. Accidents and Injuries – Any injuries caused by an amusement device shall be reported to the Building Official and the Third-Party Inspector. The amusement device shall be taken out of service until investigated by a Prince William County Inspector.

GENERAL INSPECTION GUIDELINES FOR INFLATBALE DEVICES

1. Follow manufacturer's set-up guidelines.

THIRD-PARTY AMUSEMENT DEVICE INSPECTORS LIST

This list is non-comprehensive and is provided only as a courtesy for our customers. This list provides the names of Third-Party Inspectors that commonly perform inspections in our county. You may use any certified inspector you choose to, or you may check with your device provider to see if they have a private inspector they commonly use. If you are a Third-Party Inspector that would like to be added to this list, please contact us at 703-792-6924.

1. Abner, Danny – 910-279-6018
2. Holland, Neil – 540-206-9867
3. Johnston, John – 703-472-1711
4. Martin, Ken – 804-342-1808
5. Ramsey, Bob – 804-218-6757

REQUIRED INSPECTIONS

1. Required Scheduled Inspection Types
 - A. Mechanical Permit Inspection
 - Code # 3500 (Final Inspection)
 - B. Electrical Permit Inspection (if applicable)
 - Code # 2500 (Final Inspection)

The electronic version of this document can be found at:

<https://www.pweva.gov/assets/2021-04/amusementdevice.pdf>