


	BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL	Effective Date: July 1, 2009
		Supersedes Policy Dated: March 1, 2008
	1.05 Amusement Device Permits/Inspections	Issued by: Eric M. Mays, P.E.  Building Official

Prince William County does not perform Amusement Device Inspections. The amusement device owner/operator will be responsible for hiring a Third-Party Virginia State Certified Amusement Device Inspector to conduct the required inspections. In accordance with the [Building Development Fee Schedule](#) and the [Virginia Amusement Device Ride Regulations](#), all amusement device permit fees shall be reduced by 50%.

Following is a summary of the permit and inspection process:

1. Submit Permit Application – In order to obtain a permit for an amusement device, the following is required:
 - A. The applicant must first obtain [approval from the Zoning Administrator](#) for the activity, the location, and dates at which the amusement devices will be used. Generally, either a Temporary Activity Permit (most carnivals except those operating at the County Fair Grounds in Manassas) or a Special Use Permit (permanent amusement facilities) will be required. Please contact the Office of Planning at 703-792-6830 for further information regarding either of these permits.
 - B. 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:
 - Mechanical Permit Application – Complete and submit a [Mechanical Permit Application](#). The application must list the date of the carnival/fair, 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.
 - Amusement Device List – Provide two (2) copies of the list of amusement devices to be constructed/installed with each device’s serial number.
 - Site Layout Plan – Provide two (2) copies of a site layout plan showing the location of the proposed amusement devices.
 - Inspector Certification – Provide a copy of the Third-Party Inspector’s Virginia Amusement Device Certification and a contact telephone number.
 - 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.

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- Type “A” Kiddie Rides – A permit or inspection for a Type “A” kiddie ride need not be obtained if the 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. However, in such cases, the Building Development Division shall be notified prior to operation.
2. Pre-Inspection Meeting – The Third-Party Inspector shall meet with a representative from the Building Construction Inspections Branch, prior to conducting inspections, to present his/her Virginia Amusement Device Certification, review the inspection requirements and obtain the amusement device inspection stickers.
 3. 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.
 4. Quality Control Inspection – A minimum of two (2) quality control inspections shall be made during the operation of the amusement devices. A report of the quality control inspection results shall be submitted to the Building Construction Inspections Branch for review. The report shall state any discrepancies found and confirm the rides were being properly operated within the manufacturer’s guidelines.
 5. Accidents and Injuries – Any injuries caused by an amusement device shall be reported to the Third-Party Inspector and the Building Construction Inspections Branch. The amusement device shall be taken out of service until investigated by a Prince William County Inspector.

For further assistance, please contact the Building Construction Inspections Office at 703-792-7006.

Attachments/Hyperlinks:

- [Virginia Amusement Device Regulations](http://www.pwcgov.org/docLibrary/PDF/007968.pdf)
<http://www.pwcgov.org/docLibrary/PDF/007968.pdf>
- [Mechanical Permit Application](http://www.pwcgov.org/eBuildingDevelopmentForms/forms/MechanicalPermitApplication.pdf)
www.pwcgov.org/eBuildingDevelopmentForms/forms/MechanicalPermitApplication.pdf
- [Zoning Approval for Temporary Activities](http://www.pwcgov.org/default.aspx?topic=020015000460001521)
<http://www.pwcgov.org/default.aspx?topic=020015000460001521>