
	BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL	Effective Date: August 22, 2019
		Supersedes Policy Dated: September 25, 2015
	1.05 Amusement Device Permits/Inspections	Issued by: Eric M. Mays, P.E.  Building Official



The amusement device owner/operator will be responsible for hiring a Third-Party Virginia State Certified Amusement Device Inspector to conduct all inspections. 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. 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 [Policy 1.10 Inspections – Scheduling Overtime Inspections](#).

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 activity’s location and the dates on 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](#) – 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.
 - [Amusement Device Certification](#) – Provide the list of amusement devices to be constructed/installed with each device’s serial number. Label each device as Small Mechanical, Adult or Spectacular.

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- Site Layout Plan – Provide 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. 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.
 - Small Mechanical Ride – If the Small Mechanical 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 Kiddie Ride 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](#).
2. 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.
 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.

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For more information, please see the [Amusement Device Submission and Inspection Guidelines](#).
For further assistance, please contact the Building Construction Inspections Office at
703-792-7006.

Attachments/Hyperlinks:

- [Virginia Amusement Device Regulations](https://www.pwcva.gov/assets/2021-04/007968.pdf)
- [Mechanical Permit Application](http://eservice.pwcgov.org/ebuildingdevelopmentforms/forms/mechanicalpermitapplication.pdf)
- [Zoning Approval for Temporary Activities](https://www.pwcva.gov/department/zoning-administration/temporary-activity-permit-tap)
- [Amusement Device Certification](http://eservice.pwcgov.org/eBuildingDevelopmentForms/forms/AmusementDeviceCert.pdf)
- [Inspected Small Mechanical Ride Verification](http://eservice.pwcgov.org/eBuildingDevelopmentForms/forms/KiddieRideVerification.pdf)
- [Amusement Device Submission and Inspection Guidelines](https://www.pwcva.gov/assets/2021-04/amusementdevice.pdf)
- [Policy 1.10 Inspections – Scheduling Overtime Inspections](https://www.pwcva.gov/assets/2021-04/005771.pdf)