TOWN OF CHRISTIANSBURG AMUSEMENT DEVICE POLICY AND PROCEDURES

The Town of Christiansburg does not perform Amusement Device Inspections. The amusement device owner/operator will be responsible for hiring a Third- Party Virginia Certified Amusement Device Inspector to conduct the required inspections. In accordance with the Town of Christiansburg Fee Schedule and the Virginia Amusement Device Ride Regulations, all amusement device fees shall be reduced by 50%.

The 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. Carnivals and fairgrounds are only allowed in the B-3 General Business District and the applicant must first obtain Conditional Use Permit approval from Town Council for the activity, the location, and dates at which the amusement devices will be used.
B. To obtain the permit from the building department, for the construction, reassembly, operation, and inspection of amusement devices, the following shall be submitted for review and approval.

- **Building Permit Application** – Complete and submit a building permit application. The application must list the date of the carnival/fair, and names of the owner, lessee, or agent of either.
- **Amusement Device List** – Provide (2) copies of the list of amusement devices to be constructed/installed with each devices serial number.
- **Site Plan Layout** – Provide (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 manufacture and in accordance with the applicable American Society for testing and Materials (ASTM) standards.

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- **Kiddie Rides** – A permit for 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 Department shall be notified prior to operation.

2. **Pre-Inspection Meeting** – The Third- Party Inspector shall meet with a representative from the Building Department, 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 the 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 shall be made to the Building Department for review. The report shall state any discrepancies found and confirm that the rides were being properly operated within the manufacture's guidelines.
5. **Accidents and Injuries –** Any injuries caused by an amusement device shall be reported to the Third-Party inspector and the Building Official. The amusement device shall be taken out of service until investigated by the Building Official.

For further assistance, please contact the Building Official's Office at 540-382-6120 ext 152

http://www.dhcd.virginia.gov/StateBuildingCodesandRegulations/PDFs/2009/Code - VADR.pdf