



Loudoun County Department of Building and Development

1 Harrison St. SE Leesburg, P.O. Box 7000 VA. 20175

Office Number: 703-777-0220

Loudoun County Amusement Device Permit Process:

1. Any amusement device that does not meet the definition of a “Small Mechanical Ride” set forth by the Virginia Amusement Device Regulations, shall be inspected for compliance by a certified third (3rd) party inspector.
 - i. “Small mechanical ride” means an amusement device, other than an inflatable amusement device, where (i) the assembly time for the device is two hours or less, (ii) the revolutions per minute of any rotation of the components of the device is not greater than seven, (iii) the device has a footprint of less than 500 square feet, and (iv) the device does not invert a patron or lift a patron more than three feet in the air, measured from the ground to the bottom of the patron’s feet when the device is operating.
2. A 3rd party inspector is required for any rides greater than small mechanical/ inflatable.
 - a. 3rd party inspectors must be a certified Virginia Amusement Device inspector by DHCD per 13VAC5-31-50.
 - b. The intended 3rd party inspector’s name, certification, and phone number must be provided on the Loudoun Amusement Device Certification Form.
3. Only inflatable devices open to the public, are required to be permitted. A permit application shall be made to the local building department at least **FIVE days before** the date in which the applicant intends to operate an amusement device. The application shall include the following.
 - a. An up to date certificate of insurance (COI) carrying a minimum of \$1,000,000 for Each Occurrence. COI forms whose dates start after the event or expire before the event **WILL NOT** be accepted.
 - b. A photo of each device/ ride.
 - c. The manufacturer’s installation manual associated with **EACH TYPE** of ride.
 - d. The name of the owner, operator or other person assuming responsibility for the device or devices
 - e. A general description of the device(s) including any serial or identification numbers available.
 - f. The classification of the device(s). (Small Mechanical/ Kiddie, Circular/ Major, or Spectacular.)
 - g. The location of the property on which the device(s) will be operated and the length of time of operation.
4. Any small mechanical ride with a certificate of inspection within the past six months or any inflatable ride with a certificate of inspection within the past year, and a certificate of inspection from another Virginia Locality, does not require a permit provided said device displays such certificate of inspection.
5. Per 13VAC5-31-75 D in cases involving small mechanical rides or inflatables that were previously approved elsewhere in Virginia and have a valid certificate of inspection, the local building department shall be notified at least **THREE days prior** to the operation of the small mechanical ride or the inflatable amusement device and the information required on a permit application as listed in subsection C of this section shall be provided to the local building department.
6. Any fees associated with amusement device permitting, reflect that set forth by the Virginia Amusement Device Regulations 13VAC5-31-75.

Note: Permit fees shall be reduced by 75% when a 3rd party inspector is used.