Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
FAX: (540) 722-3618
TDD: (540) 722-0782
Website: www.winchesterva.gov

City of Winchester Amusement Device Inspection Program
Amusement Device Owner/Operator Guidelines

All questions concerning the operation of Amusement Devices in the City of Winchester should be directed to the Zoning and Inspections Department, (540) 667-1815.

Permits: The owner/operator shall be responsible for submitting a permit application to the Building Official. All permit applications shall contain the following information:

1. Address of ride setup
2. Name of owner/operator
3. Ride name
4. Serial number
5. Site plan
6. Length of time the device will operate at the site
7. Proof of Liability Insurance of not less than $1,000,000 dollars with the City of Winchester listed as additionally insured. (Effective July 1, 2012)
8. Lease agreement or letter of permission from the property owner.

Inspections:

1. Inspections will be conducted by the City of Winchester Inspections Department, unless the owner/operator requests that a private inspector be used. (See requirements for private inspectors.)
2. The owner/operator shall give reasonable notice to the Inspections Department for inspections. Dates and times of inspections are subject to final approval by the Building Official.
3. Time allotment for inspections will be based on the number of devices and is subject to final approval by the Building Official. (Approximately 1 hour is allotted for each major device and ½ hour for kiddie rides.)
4. Rides are to be fully assembled and ready to operate at time of inspection.
5. At the time of inspection, the owner/operator shall operate the device, answer questions, and correct deficiencies.
6. No rides shall be operated without the approval of the City of Winchester Inspections Department. An inspection certificate must be properly displayed.

Accidents:

In the event of an accident involving injury or death, the owner operator shall:

1. Contact the responsible local building department (City of Winchester-540-667-1815) as soon as practical.

2. Cease operation until the City of Winchester Inspections Department approves resuming operation.
3. Conduct an investigation to include:
   a. An examination of the accident scene.
   b. An interview of any witnesses or persons involved in the accident.
   c. Compile a written report containing a summary of the investigation, a description of the device involved, name of manufacturer, the serial number, and date of manufacture, if available.
4. Submit the investigation report to the City of Winchester Inspections Department within 24 hours of the time of the accident. If the office is closed during that 24 hour period the report shall be submitted within 4 hours of the opening of the City offices.

Requirements for Private Inspectors:

1. Private inspectors shall possess a valid certificate of competence as an amusement device inspector from the DHCD.
2. Private ADI inspectors shall be independent of the company, individual, or organization owning, operating, or having any vested interest in an amusement device being inspected.
3. Private inspectors shall complete a certificate of inspection distributed by the DHCD.
4. The certificate of inspection shall be posted in the vicinity of the device in a location visible to the public.
5. A written report of the inspection shall be submitted to the Building Official.
6. The cost of private inspections shall be the responsibility of the owner/operator.

Applicable Codes: 2012 Virginia Uniform Statewide Building Code
2012 Virginia Amusement Device Regulations
(13 VAC 5-31-10 et seq)