



Prince George's County Reopening

Frequently Asked Questions

If I have an existing U&O for outdoor seating, do I need to apply for a Restaurant Temporary Outdoor Seating Area (RTOSA) Permit?

If you have an existing U&O permit for outdoor dining, you may open your outdoor dining area as of 5 p.m., Monday, 6/1/2020, per County Executive Order # 10-2020, dated 5/28/2020. You are not required to apply for the RTOSA Permit via the Prince George's County Concierge Portal, however you must follow all social distancing requirements outlined in the State of Maryland Executive Order.

What are the operational social distancing requirements for restaurants?

No inside seating is allowed.

No more than six patrons may be seated at a table, though household members of more than six may be seated.

Restrooms must be available and accessible.

No buffets or salad bars are allowed.

No re-use of condiment containers is allowed; all such containers must be single use.

Menus must be disposable or available on mobile apps.

Reservations are encouraged.

Patrons are asked to wait in their vehicles until time for them to be seated.

Designate different doors for customers and restaurant staff to facilitate social distancing.

What information is required to apply for the RTOSA Permit on the Concierge Portal?

- A brief description of the restaurant
- A copy of your current U&O
- A seating chart of the outdoor area showing chairs, tables and barriers
 - Optional: You may also include photos
- A letter from your landlord granting permission for the outdoor seating area.
- If seating is proposed in a right-of-way controlled by the Maryland State Highway Administration (SHA) or a municipality, approval from that entity is also required.
- If you currently have a valid liquor license, submit a letter requesting DPIE to forward your temporary authorization for outdoor table service application to the Liquor Board to determine if alcoholic beverage sales will be allowed in the outdoor seating area.
- Optional: A copy of your restaurant's site plan

To whom do I request information?

Resources: Resolutions CR-48-2020 Eating & Drinking Establishments, Outdoor Dining and CR-49-2020: Temporary Road Closures

Anyone in need of assistance or information about the RTOSA Permit process may contact DPIE Permit Supervisor Clarence Moseley at cemoseley@co.pg.md.us or 301-883-5913.

Do I need my landlord's permission to expand my operation to temporary outdoor dining if the desired outdoor seating area is not under the scope of my lease?

You need a Letter of Authorization from the property owner.

- a. The letter should be written on the owner's letterhead indicating the property address, owner's name (according to SDAT), tenant's name, tenant's business name and the type (use) of business that the owner is authorizing to use the space.
- b. The letter must be signed and dated by the owner.
- c. If the owner of the property is a business entity, i.e., LLC, the owner must include the entity's name, and the letter must be signed by the authorized member of the entity. Articles of Organization or Incorporation may be required for verification of ownership. The tenant's and the owner's businesses must be registered and in good standing with the State of Maryland.

What qualifies as approved outdoor seating? Can it have a roof or walls?

The RTOSA Permit requires that restaurant tables are spaced six feet apart. It cannot have a roof or walls.

Do I need to place a barrier around my temporary dining space?

Three-foot deep barriers are required to be erected between the edge of the outdoor seating area and the sidewalk or street.

Am I allowed to erect a tent to cover my temporary dining space? If so, what are the requirements?

Canopies, awnings, and enclosed tents are not allowed for the RTOSA Permit. To use canopies, awnings, or enclosed tents in the outdoor seating area, an Application from the Building Permit/U&O menu must be completed and submitted. Indicate the number and dimensions of all canopies/awnings/enclosed tents that will be used on the property in the "Work Description" section of the Application. If enclosed tents are used, the manufacturer's flame retardant specifications/certification are also required.

When will my temporary dining space permit expire and what is the renewal process?

The RTOSA Permit expires in 180 days, then an extension must be requested from DPIE.

I want to add outdoor seating to my parking lot, what are the space and safety requirements?

Requests to close private streets must be submitted to the shopping center owner, who must then seek approval from DPIE.

Once the executive order is lifted, can I maintain my outdoor seating area?

The temporary seating area can be maintained throughout the 180-day duration of the permit, then an extension must be requested from DPIE.