



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
PERMITTING & LICENSING DIVISION
Permitting Center
 9400 Peppercorn Place, 1st Floor
 Largo, Maryland 20774
 301.883.5900 ♦ FAX: 301.883.7138

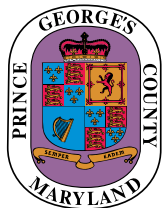


SPECIAL EVENT PERMIT REQUIREMENTS

Please Note: Customers should apply for a Special Event Permit two (2) months prior to the event to avoid higher fees or to allow time to file an appeal should the original request be denied, regardless of one-day walk-thru or online application processes.

**OFFICE
USE ONLY**

- Complete application and checklist
- All fees MUST be made payable to **Prince George's County** and are non-refundable. Please note a 5% Technology Fee is added to each permit fee.
 - Fee of \$150 (first 10 structures; \$150 + \$20 for each additional structure over 10) for Temporary Use and Occupancy Permit (U&O)
 - Fee of \$75-\$125 for Temporary Food Service Facility Permit Application, if applicable
 - Fee of \$90 for Farmer's Market Organizer's Temporary Use and Occupancy Permit, if applied for by April 30th
 - Fee of \$150 for Farmer's Market Organizer's Temporary Use and Occupancy Permit, if applied for after April 30th
 - Fee of \$25-\$275 for Business License Application (required for benefit performance), if applicable
 - Fee of \$240-\$480 for Fire Inspection (depending on number of structures), if applicable
 - Fee of \$45 or greater for Electrical Inspection, if applicable
 - Although fees are not charged for an Electrical Permit or an initial inspection conducted by Prince George's County, a separate fee will be charged for both if a repeat inspection is required
- Letter from owner indicating permission to use site and dates of event
- Tax account number
- Method of mass notification
- Copy of the approved Use and Occupancy Permit
- TWO (2) copies of the site plans showing:
 - Entrance/exit
 - Location of tents
 - Structures less than 150 sf
 - Temporary building structures over 150 sf, not shown on the temporary Use and Occupancy Permit, or fully enclosed and intended to be occupied
 - Permanent Building structures to be erected for more than 90 days
 - Temporary fencing
 - Accessible features (ADA)
 - Noise abatement
 - Stages
 - Electrical/mechanical permit systems (*i.e.*, generators, stage sound systems, fire alarm(s), etc.)
 - Location of temporary weather protected shelter
- Permanent Building Permit for structures to be erected for more than 90 days
- Manufacturer's fire retardant specifications
- Copy of proposed security plan showing:
 - Parking plan
 - Traffic flow plan
 - Lighting plan for the premises
 - Fire protection features
 - Hazard emergency plan(s) for events attracting more than 300 persons
- Receipt showing the proposed security plan was submitted to and approved by:
 - Public Safety Special Events Coordinating Group, 9200 Basil Court, Suite 406, Largo, MD 20774 301.583.9943
- Copy of Electrical Permit (generators, exit lighting and signage, wiring of lights, mechanical system(s), stage sound system(s), communication(s), fire alarm(s), etc.)
- Identification of Third Party Inspection Agency if after-hours inspections are anticipated



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SPECIAL EVENT PERMIT INSPECTION REQUIREMENTS

- Third Party Structural Inspection for the erection of tents, stages, grandstands, bleachers and anchor devices for structures (see "Attachment #6" at the end of this document).
- Third Party Electrical Inspection for generator installation and all wiring devices, fire alarm(s) and mass notification(s) (see Third Party County Approved Electrical Inspection Agencies online at <http://www.princegeorgescountymd.gov/sites/DPIE/Services/Inspections/ThirdPartyCommercial/Documents/DPIE.Third-PartyElectricalInspectors.Nov2013.pdf> and attachment #6).

Note: Prince George's County will inspect electrical installations if work is completed prior to 2:00 p.m. on the Friday prior to the special event.

- Third Party Fire Protection Inspection for events attracting more than 300 persons: egress, exit signage, flame and smoke development membrane ratings, lighting, stair components, extinguishing requirements, all general fire protection, fire alarm and mass notification (testing and operation). (You may pickup a copy of the Third Party County Approved Fire Protection Inspection Agencies from DPIE's Inspection Division or online at <http://www.princegeorgescountymd.gov/sites/DPIE/Resources/InspectionManual/Documents/TPIPFireConsultants.pdf>; also see "Attachment #6" at the end of this document.)
- Prince George's County Fire Marshall inspection and approval (301.583.1830) for existing fire protection facility maintenance and compliance:
 - Water supply
 - Fire hydrants
 - Fire lanes
 - Pyrotechnics
 - Temporary fire suppression measures

- Prince George's County Health Department (301.883.7690) approval (if necessary for food service)
- Final Inspection and temporary Use and Occupancy Approval — Upon completion of the above referenced inspections and approvals, please call DPIE's Enforcement Division for final inspection and temporary Use and Occupancy approval.

Note: Prince George's County Enforcement Division will inspect for compliance only if all work is completed **PRIOR to 2:00 p.m. on normal workdays; no after-hours inspections will be considered.** If this is a weekend only event, you may need to contact a Third Party County Approved Inspector. If your requirements differ from this, you must make prearrangements with one of the following inspectors:

Mike Metz	mjmetz@co.pg.md.us	240.508.9837
Bill Edelen	wkedelen@co.pg.md.us	240.832.9560

or with the following permitting contact:

Karen Spears	khspears@co.pg.md.us	301.883.5941
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Prince George's County
 Department of Permitting, Inspections
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PERMITTING & LICENSING DIVISION
Business Licensing Center
 9400 Peppercorn Place, 1st Floor
 Largo, Maryland 20774
 301.883.5900 ♦ FAX: 301.883.7138



SPECIAL EVENT PERMIT REQUEST

Case Number:		Year:		Type:		Rev.:		Date:	
Site Information	Land Tax Account:			EXISTING SITE USE			PROPOSED USE		
Address (Suite/Unit):									
City/Town/State/ZIP:									
NAME OF EVENT					DESCRIPTION OF EVENT				
DATES OF EVENT									
PROPERTY OWNER'S INFORMATION					USE OF TENTS				
Company Name:					If Tents Will Be Used, List Total Number of Tents and Size(s):				
Name:					()@		()@		()@
Address:					Manufacturer's Name/Model Number(s):				
City/State/ZIP:					Flame Spread Rating for Each Tent:				
Telephone: Home/Office		Cell		FAX		Location of All Tents:			
E-mail:					Were Tents Approved by DPIE Reviewers? <input type="checkbox"/> Yes <input type="checkbox"/> No				
U & O OCCUPANT'S INFORMATION					USE OF STAGES/RISERS/PLATFORMS				
Company Name:					If Stages, Risers or Platforms Will Be Used, List Total Number of Each:				
Trade Name:					Height (ft):		Width (ft)		Depth/Length (ft)
Name:					Manufacturer's Name/Model Number(s):				
Address:									
City/State/ZIP:					Location of All Stages/Platforms:				
Telephone: Office		Cell		FAX					
E-mail:					Were Stages/Platforms Approved by DPIE Reviewers? <input type="checkbox"/> Yes <input type="checkbox"/> No				
APPLICANT'S INFORMATION					APPLICANT'S SIGNATURE				
Company Name:					I hereby certify that I have the authority of the property owner to make this application and that the information is complete and correct, and if a permit is issued, the construction and/or use will conform to the Building Code, the Zoning Ordinance, municipal and local covenants, homeowners/civic associations' regulations, and other applicable laws and regulations including private building restrictions, if any, which relate to the property.				
Name:									
Address:									
City/State/ZIP:									
Telephone: Office		Cell		FAX					
E-mail:					Applicant Signature		Date		
FOR OFFICE USE ONLY									
	Reviewer		Date		Reviewer		Date		
M-NCPPC				Fire Eng.					
Site/Road Eng.				Mechanical Eng.					
Structural Eng.				Health					
Electrical Eng.				Issuance					

Reviewed by Permit Specialist (Signature): _____

SECTION B — ENTERTAINMENT DETAILS

Will entertainment be presented? Yes No

If Yes, List Entertainment Type(s) (*Band, Vocalist, Instrumentalist, DJ, Comic, etc.*): _____

List Name(s) of Individual(s) and Business(es) Presenting Entertainment:

Individual(s) Name	Business Name	Phone Number(s)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Details of Entertainment Provided:

Name of Entertainment Company	Day(s) of Week Performing	Start Time	End Time
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I, HEREBY CERTIFY THAT I AM A LICENSEE FOR THE NAMED LICENSED ESTABLISHMENT, AND I HAVE READ AND UNDERSTAND THE RULES REGARDING THE SPECIAL ENTERTAINMENT PERMIT. I WILL ABIDE BY ALL RULES AND REGULATIONS REGARDING THE SALE AND DISTRIBUTION OF ALCOHOLIC BEVERAGES.

Signature of Licensee

Date

SECTION C — APPEAL

If your request for a Special Event Permit has been denied and you wish to file an appeal, this entire package must be submitted for review.

To file an appeal, the front portion of this form must be completed in full. Any information that the applicant has set forth that is false or misleading will result in the rejection of the appeal. A condition for the approval of this permit is that the proposed construction will comply, at all times, with the plans as approved by all applicable government agencies.

Signature of Applicant

FOR TEMPORARY BOARD USE ONLY

Date Appeal Received: _____ Date Appeal Reviewed: _____

AGENCY	NAME	DATE
Representative of the Permitting and Licensing Division of DPIE		
Representative of the Enforcement Division of DPIE		
Representative of the Inspections Division of DPIE		
Representative of the Permit Review Section of M-NCPPC		
Representative of the Health Department		
Representative of the Special Event Coordinating Group		

Appeal Approved: _____ Appeal Denied: _____

Reason for Decision: _____

ATTACHMENT #6

PRINCE GEORGE'S COUNTY
THIRD-PARTY INSPECTION PROGRAM
CERTIFICATION FORM

Date _____

- To: Building Code Official
 Fire Code Official
 Electrical Code Official for Inspection

From: _____

Address: _____

Building Case Number: _____

This transmittal is to advise and certify that the following actions are in accordance with the provisions contained within the Prince George's County Department of Permitting, Inspections and Enforcement, Permitting and Licensing Division (PLD), Third-Party Inspection Program (TPIP) and associated Third-Party Inspection Agreement for the above referenced project, as follows:

By the Structural Inspector of Record and/or Architect of Record

- Structural/Architectural Certification that the construction project is built according to approved plans and documents as required by the Prince George's County Building Code
- All structural shop drawings were reviewed and found compliant with the design intent and approved by the County
- Building and Site Accessibility Certification that the construction project is in compliance with the Maryland Accessibility Code and accessibility requirements of the Prince George's County Building Code

By the Geotechnical Inspector of Record

The following were found to be adequate and in compliance with the County-approved plans and accepted engineering practice(s):

- Compaction of soils
 - Soil bearing capacity
 - Foundation construction
 - Field modifications as approved by the County
-

