



**Prince George's County**  
Department of Permitting, Inspections  
and Enforcement  
**PERMITTING & LICENSING DIVISION**  
9400 Peppercorn Place, Suite 100  
Largo, Maryland 20774  
(301) 636-2050



## SPECIAL EVENT TEMPORARY USE PROCEDURES CHECKLIST

The applicant **must** place a check mark (✓) or put **N/A** (for “not applicable” if the item does not apply to you) in each box under the “Applicant” column, or the application will be **RETURNED** by intake staff.

Applicant	County Staff	Description
		1. The site plan is included.
		2. A scaled layout plan showing all the items listed below:
		a. Address and the dates of the event
		b. Location of the lot and streets around it
		c. Location of all structures that will be on the property during the event
		d. Lot and structure dimensions
		e. Setbacks from other structures
		f. Seating layout, if applicable
		g. Location of stages/platforms/risers/play structures and inflatable structures, if applicable
		h. Location and sizes of tents/canopies, a note mentioning if the tents will be open on all sides, if applicable
		i. For large tents, show the seating layout, occupant load, exit locations, exit signs, any fire alarm system if required, guy wire/rope locations
		j. Indicate distances between tents/canopies, any cooking tents and their means of protection, i.e., fence etc., and cooking equipment type
		k. Location of food trucks and their distances to the structures, tents/canopies, other food trucks, play equipment, etc.
		l. Occupant load of each large tent
		m. Location of food warming equipment, if applicable
		n. Location of generators/heaters, if applicable, and their means of protection, i.e., fence, enclosure, etc.

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(Continued from page 1)

Applicant	County Staff	Description
		o. Fence and exit locations — If the event area is surrounded by fences, provide the occupant load of the event area
		p. Aisles spacing — Space between two rows of tents for customers to walk
		q. Location of fire extinguishers, if applicable
		r. Applicant has verified all of 2018 NFPA 1, 2018 NFPA 101, and Fire/EMS checklist for requirements
		3. If there are structures, i.e., stages/platforms, structural drawings are submitted.
		4. If tents are used, they are to be erected in accordance with the manufacturer’s guidelines, noted on the site plan.
		5. A copy of flame propagation performance certification of each tent/canopy and inflatable structure is included.
		6. 10 x 10 canopies/tents must be weighted with at least 24 pounds weight for each anchor for wind loads up to 15 mph and must be taken down if wind speed exceeds 15 mph. Canopies/tents larger than 10 x 10 must be weighted with at least 50 pounds weight for each anchor of the tent, per International Building Code (IBC) and must be taken down if wind speed exceeds 15 mph.
		7. All cooking tents must be NFPA 701 compliant and noted on the site plan.
		8. Show the location of any generator on the site plan and note on the plan the size of the generator. Generators must have a portable fire extinguisher at each generator and provide some kind of “caution” tape or barrier around the generator. <i>Any generator not required to be grounded would not require an electrical permit.</i>
		9. The number and dimensions of all structures (tents/stages/platform/inflatables) must be included in the scope of the permit along with the number of generators, if applicable.

I, \_\_\_\_\_, attest that I have read through each item on the checklist and acknowledged by putting a check mark or N/A where applicable to provide all the necessary information that pertains to this project for the Department of Permitting, Inspections and Enforcement’s (DPIE) complete review.

**Failure to complete and submit this Special Event Checklist with required plans/documents may delay application processing, plan review and issuance of the Special Event Permit.**