

Prince George's County Department of Permitting, Inspections and Enforcement PERMITTING & LICENSING DIVISION Permit Center 9400 Peppercorn Place, 1st Floor Largo, Maryland 20774 301 883 5900 • FAX: 301 883 7138



301.883.5900 ♥ FAX: 301.883.7138	
SPECIAL EVENT PERMIT REQUIREMENTS <i>Please Note:</i> Customers should apply for a Special Event Permit 45 days prior to the event to guarantee review and inspection.	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 \$165 (first 10 structures; \$165 + \$22 for each additional structure over 10) for Temporary Use and Occupancy Permit (U&O) Fee of \$26.50-\$137.50 for Temporary Food Service Facility Permit Application, if applicable Fee of \$165 for Farmer's Market Organizer's Temporary Use and Occupancy Permit, if applied for by April 30th Fee of \$165 for Farmer's Market Organizer's Temporary Use and Occupancy Permit, if applied for after April 30th Fee of \$120-\$302.50 for Business License Application (required for benefit performance), if applicable Fee of \$120-\$306 for Fire Inspection (depending on number of structures), if applicable Fee of \$49.50 or greater for Electrical Inspection, if applicable Fee of \$49.50 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 THREE (3) 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>i.e.</i>, 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 Conv. of Electrical Dermit (generators, ovit lighting, and signage, wiring, of lights, mechanical eventsm(s), stars 	
 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 (<i>http://dpie.mypgc.us</i> → Inspections → Third Party Commercial) 	



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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://dpie.mypgc.us* → Inspections → Third-Party Commercial → Third Party Inspection Program (TPIP) Approved Electrical Inspectors, plus see Attachment #6 at the end of this document).
- □ 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://dpie.mypgc.us* → Inspections → Third-Party Commercial → Third Party Inspection Program (TPIP) Fire Consultants, plus 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)

Provide a recycling bin next to each trash receptacle for Special Events that have more than 100 attendees.

□ 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 need to contact a Third Party County Approved Inspector. If your requirements differ from this, you must make prearrangements with the following inspector:

Bill Edelen	wkedelen@co.pg.md.us	240.832.9560
the following permitting co	ontacts:	
Karen Spears	khspears@co.pg.md.us	301.883.5941
Behdad Kashanian (Technical Inquiries)	bakashanian@co.pg.md.us	240.508.9670

□ For instructions on how to register and obtain access to the DPIE Online Electrical Process, please go to DPIE's Website (*http://dpie.mypgc.us* → Permits → Online Permit Services → Online Electrical Permits). For those already registered, go to the <u>ePermits Online Electrical Application link</u> at *http://dpiepermits.princegeorgescountymd.gov/*.

To pay online, go directly to the <u>ePayments link</u> at *https://dpiestatus.princegeorgescountymd.gov/site/public/epayments/casestatus.aspx*.

or with



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SPECIAL EVENT PERMIT REQUEST

Largo, Maryland 20774 301.883.5900 **•** FAX: 301.883.7138

Case Number	r:	Year:		Туре:		Rev.:		Date:		
Site Information	Land Tax Account:			EXISTING SITE USE		PROPOSED USE				
Address (Suite	e/Unit):									
City/Town/Sta	ate/ZIP:									
	NAME	OF EVENT				DESC	CRIPTION OF EV	ENT		
	/				-					
	DATE/TI	ME OF EVE	NT		-					
	PROPERTY OW	NER'S INFO	RMATION				USE OF TENTS			
Company Nam	ne:				If Using Tents, Lis	st Number of	Tents, Size(s) an	d Show L	ocation or	ı Site Plan
Name:					()@	()@	()@	
Address:					Manufacturer's N	ame/Model	Number(s):			
City/State/ZIP	D:				Flame Spread Ra	ating for Eac	h Tent:			
Telephone: Hor	me/Office Ce	ell	FAX		Were Tents Appro	oved by DPI	E Reviewers?		🗋 Yes	🗋 No
E-mail:						USE OF ST	AGES/RISERS/F	PLATFOR	RMS	
U&O OCCUPANT'S INFORMATION					tforms, List Numb	er of Ead	ch and			
Company Nam	ne:				Show Location on Site Plan					
Trade Name:					Height (ft): Width (ft) Depth/Length (ft)					
Name:			Manufacturer's Name/Model Number(s):							
Address:			Were Stages/Platforms Approved by DPIE Reviewers? Yes No							
City/State/ZIP	D:				USE OF GENERATORS					
Telephone: Office Cell FAX If Using Generators, List Number of Each, Size(s) and Show				ion on						
E-mail:	Site Plan ()@ ()@									
APPLICANT'S INFORMATION			Were Generators Approved by DPIE Reviewers? Yes No APPLICANT'S SIGNATURE							
Company Nam					APPLICANT'S SIGNATURE I hereby certify that I have the authority of the property owner to make this					
Name:			application and that the information is complete and correct, and if a permit							
Address:			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.							
City/State/ZIP:										
Telephone: Office Cell FAX			-							
E-mail:			Applicant Signatu	re			Date			
FOR OFFICE USE ONLY										
	Review	er	D	ate		R	eviewer		Date	
M-NCPPC					Fire Eng.					
Site/Road Eng Structural Eng	•				Mechanical Eng. Health					
Electrical Eng.	·				Issuance					

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 Bus	iness(es) Presenting Entertainment:				
Individual(s) Name	Business Name	Phone Numbe	Phone Number(s)		
Details of Entertainment Provided:					
Name of Entertainment Company	Day(s) of Week Performing	Start Time	End Time		
I HEREBY CERTIFY THAT I AM A					

I, HEREBY CERTIFY THAT I AM A <u>LICENSEE</u> 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

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

By the Mechanical System(s) Inspector of Record

- □ Installation of the mechanical system(s) in accordance with the approved plan(s) and documents and the Prince George's County Building Code
- □ Certification as to the mechanical system(s) readiness for closing of the structure before closing begins
- □ Completion of the mechanical system(s) and all testing done in accordance with the approved plan(s) and document(s) and requirements of the Prince George's County Building Code

By the Superstructure Inspection and Testing Service

- Construction of the superstructure has been completed in accordance with the approved plans and documents and requirements of the Prince George's County Building Code
- Completion of the superstructure allows for trade work

By the Fire Protection Inspector of Record, or other party responsible for Fire Protection System(s) Inspection and Testing and General Fire Protection Inspection(s)

- □ Construction project is completed according to the fire safety aspects of the construction plan(s) and document(s), the fire safety aspects of the Prince George's County Building Code (Subtitle 4), Fire Safety Law (Subtitle 11) of the County Ordinance, and the State Fire Code (including, but not limited to, the inspectional tasks shown on Attachment #2, Fire Protection)
- □ Structural members receiving fire protection have been completed in accordance with their listing and that successful testing of those members has been completed in accordance with the listing and the Prince George's County Code
- Construction project is ready to be closed-in
- □ Certification as to the fire protection system(s) readiness for the closing of the structure before the closing begins, specifically including the following items as indicated:

\Box automatic fire suppression system(s)	Case #	
\Box fire pump(s)		
\Box fire alarm system(s)		
\Box smoke control system(s)		
\Box detection system(s)		
underground piping		
□ standpipe system(s)		
□ other		

Test reporting required for valid certification

□ Completion and successful performance testing of the fire protection system(s) in accordance with approved plan(s) and document(s) and requirements of the Prince George's County Building Code (Subtitle 4), Fire Safety Law (Subtitle 11) of the County Ordinance and the State Fire Code, specifically including the following items indicated below:

□ automatic fire suppression system(s)	Case #
\Box fire pump(s)	
\Box fire alarm system(s)	
\square smoke control system(s)	
\Box detection system(s)	
underground piping	
□ standpipe system(s)	
□ other	

By the Electrical System(s) Inspector of Record

- □ Construction project is built according to the construction document(s) and electrical permit(s) issued by Prince George's County and the Electrical Code, as listed in Subtitle 9 of the County Ordinance
- □ Certification as to the electrical systems readiness for the closing of the structure before the closing begins
- □ Completion of the electrical system(s) in accordance with the approved plan(s) and document(s) and requirements of the Prince George's County Building Code, that the electrical system(s) is ready for the power company to make the service "hot," and all work has been performed under an electrical permit
- Electrical system(s)/installation(s) has valid permit(s)

The above indicated certification(s) is/are made to the best of my knowledge and opinion that all construction has been completed in accordance with the requirements of applicable approved plan(s) and requirements of the Prince George's County Building Code, as well as State and Local Fire codes.

Certified By:

Printed Name:

affix signature & seal

MD Reg. No.

Company Name: _____

Name of agents/technicians acting on behalf of above: