



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



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://dpiemypgc.us> → Inspections → Third-Party Commercial → Third Party Inspection Program (TIPI) 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://dpiemypgc.us> → Inspections → Third-Party Commercial → Third Party Inspection Program (TIPI) 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

or with the following permitting contacts:

Karen Spears khspears@co.pg.md.us 301.883.5941

Behdad Kashanian bakashanian@co.pg.md.us 240.508.9670
(Technical Inquiries)

- For instructions on how to register and obtain access to the DPIE Online Electrical Process, please go to DPIE's Website (<http://dpiemypgc.us> → Permits → Online Permit Services → Online Electrical Permits). For those already registered, go to the [ePermits Online Electrical Application link](http://dpiemypgc.us) at <http://dpiemypgc.us>.
- To pay online, go directly to the [ePayments link](https://dpiestatus.princegeorgescountymd.gov/site/public/epayments/casestatus.aspx) at <https://dpiestatus.princegeorgescountymd.gov/site/public/epayments/casestatus.aspx>.



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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				
DATE/TIME OF EVENT									
PROPERTY OWNER'S INFORMATION					USE OF TENTS				
Company Name:					If Using Tents, List Number of Tents, Size(s) and Show Location on Site Plan				
Name:					()@		()@		()@
Address:					Manufacturer's Name/Model Number(s):				
City/State/ZIP:					Flame Spread Rating for Each Tent:				
Telephone: Home/Office		Cell		FAX		Were Tents Approved by DPIE Reviewers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
E-mail:					USE OF STAGES/RISERS/PLATFORMS				
U & O OCCUPANT'S INFORMATION					If Using Stages, Risers or Platforms, List Number of Each and Show Location on Site Plan				
Company Name:					Height (ft):		Width (ft)		Depth/Length (ft)
Trade Name:					Manufacturer's Name/Model Number(s):				
Name:					Were Stages/Platforms Approved by DPIE Reviewers? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Address:									
City/State/ZIP:					USE OF GENERATORS				
Telephone: Office		Cell		FAX		If Using Generators, List Number of Each, Size(s) and Show Location on Site Plan			
E-mail:					()@		()@		()@
					Were Generators 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. _____ <i>Applicant Signature</i> _____ <i>Date</i>				
Name:									
Address:									
City/State/ZIP:									
Telephone: Office		Cell		FAX					
E-mail:									
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
-

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:

- automatic fire suppression system(s) Case # _____
- fire pump(s) _____
- fire alarm system(s) _____
- smoke control system(s) _____
- 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:

- | | |
|---|--------------|
| <input type="checkbox"/> automatic fire suppression system(s) | Case # _____ |
| <input type="checkbox"/> fire pump(s) | _____ |
| <input type="checkbox"/> fire alarm system(s) | _____ |
| <input type="checkbox"/> smoke control system(s) | _____ |
| <input type="checkbox"/> detection system(s) | _____ |
| <input type="checkbox"/> underground piping | _____ |
| <input type="checkbox"/> standpipe system(s) | _____ |
| <input type="checkbox"/> 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:
