



— BALTIMORE CITY —
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

ePermits Application How to apply for an Outdoor Seating – Temporary Permit

The Outdoor Seating – Temporary program is set to expire on June 30, 2021.

Currently, all permits will expire on this date.

1. Click on “Add Application”.



2. Acknowledge statement.

Common renovation activities like sanding, cutting and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, the Environmental Protection Agency (EPA) issued the Renovation, Repair and Painting Rule (RRP Rule) that became effective on April 22, 2010. I understand that to comply with federal law any renovation, repair and painting work that disturbs lead-based paint in homes, child care facilities, and kindergartens built before 1978 must use certified renovators who follow specific work practices to prevent lead contamination. For more information go to the EPA website (<https://www.epa.gov/lead>) or call the National Lead Information Center at 1-800-424-LEAD.

I acknowledge that I have read and understand the statement above.

1. Complete "Project Information" section. Project Name and Your Role are mandatory fields.

2. Complete "Property Owner Information" section. Note: this information is for the legal owner of the property, **NOT** the lessee/tenant.

If the property owner is a business, complete this section of the form naming a contact person for the property owner.

Project Information

Project Name:

Your Role:

Project Notes:

Property Owner Information

Is the property owner a business entity? Yes No

Select Permit Category

Please review all options before making a selection

- Residential (1 & 2 family dwelling units only): Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required) ⁱ
- Residential: Minor interior/interior demo/exterior alterations (drawings NOT required) ⁱ
- Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required) ⁱ
- Residential: New construction/addition < 600 sq ft (drawings to scale required) ⁱ
- Underpinning only(1 & 2 family dwelling units only) ⁱ
- Non-Residential: Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required) ⁱ
- Non-Residential: Exterior work (drawings to scale required) ⁱ
- Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft (drawings to scale may be required) ⁱ
- Permit extension/Change(or Add) contractor (requires original permit number) ⁱ
- Permit reinstatement (requires original permit number) ⁱ
- Use and occupancy permit ⁱ
- Outdoor Seating – Temporary ⁱ
- Temporary Event Permit ⁱ
- Razing or moving building/structure permit ⁱ
- Work on BGE pole ⁱ
- Permit requiring plans review in the ePlans process. ⁱ

Affidavit

The undersigned hereby certifies under penalties of perjury that he/she is the owner of the subject property, or is the duly authorized agent of the owner with full and specific consent and authorization to act for the owner for this application. Undersigned further certifies that he/she has examined this application, including any accompanying plans, and that the proposed work subject to the Building, Fire, and Related Codes of Baltimore City ("BFCBC") and other applicable laws and ordinances is a true, accurate, and complete statement of the work applied for in this application, and any incorrect, inaccurate, or incomplete information may result in the voiding of this permit pursuant to the BFCBC. Undersigned further certifies that the owner or their duly authorized agent shall comply with all local, State, and Federal provisions, laws, and ordinances. You agree your electronic signature is the legal equivalent of your manual signature on this application. By entering your name you consent to be legally bound by this application's terms and conditions.

Affidavit:

3. In the "Select Permit Category," section select "Outdoor Seating – Temporary."

4. Read and sign the "Affidavit".

5. Click to continue.

Property Owner Information

Is the property owner a business entity? Yes No

Company Name:

Phone:

Address1:

Address 2:

City:

State:

Zip:

- Residential: Interior/exterior alterations(or demolition) (drawings to scale may be required) ⁱ
- Residential: New construction/addition < 600 sq ft (drawings to scale required) ⁱ
- Underpinning only(1 & 2 family dwelling units only) ⁱ
- Non-Residential: Add and/or replace plumbing/mechanical/gas/electrical fixtures/devices (drawings NOT required) ⁱ
- Non-Residential: Exterior work (drawings to scale may be required) ⁱ
- Non-Residential: Interior non-structural alterations(or demolition) < 200 sq ft (drawings to scale may be required) ⁱ
- Permit extension/Change(or Add) contractor (requires original permit number) ⁱ
- Permit reinstatement (requires original permit number) ⁱ
- Use and occupancy permit ⁱ
- Razing or moving building/structure permit ⁱ
- Work on BGE pole ⁱ
- Please contact the Plans Examining Office at 410-396-3460 before proceeding. (Permit requiring plans review in the ePlans process.) ⁱ

Business Entity Contact Information

First Name	Last Name	Phone #	Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="(Select One)"/>	<input type="text"/>

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Logout

Project Name:OUTDOOR SEATING

1 Step 1
Permit Information

2 Step 2
Building Informaton

3 Step 3
Contractors Information

Property Address

Property Address:

House/Building #	Dir	Street Name	Street Type	Unit/Apt Num	
Street # Only	▼	Street Name	▼		Verify

Existing Property Use

(Select One) ▼

Please Enter Seating Area Information **i**

Location(ie, parking lot)	Area(sq. ft.)	Table Count	Chair Count
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permit description **i**

Please key in detailed permit description.

Adding any tent/structure? Yes No
Adding any electrical work? Yes No



Previous

Next

Submit

1. Enter the address where the outdoor seating will be placed.

3. Enter the seating area information.

4. Enter the permit description.

2. Select the existing use of the property from the dropdown list.

5. Enter "Yes" or "No" for each question.

6. Click "Next."

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Buildings/Attachment Info

Sketch/Drawing/Document Required

Required: 8 1/2 x11-11x17 Site Plan/Outdoor Seating Plan(Sketch)

Previous

Next

Submit

1. Click to upload documents and drawings. Site plan is required showing table/structure placement.

3. Click "Next."

2. Click here to up upload any files and then click "Close" when finish uploading files.

Please drop files(PDF only) here.

Close

File Uploaded

FileID	DateUpload	File Name

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1 Step 1
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Ready to Submit

Your application is ready to be submitted.
Please press submit button.

Previous Next **Submit**

1. Click "Submit."

2. Review your permit description. If acceptable, click "Submit." Click "Cancel" if you need to make changes.

Your Permit Application Description:

Outdoor Seating temporary use permit. Permit allows for additional outdoor seating to promote social distancing in compliance with CDC guidelines. Seating allowed as specified in the approved drawing. No live or amplified music, open flames or other heating devices in outdoor seating, or any exterior food and drink stations not currently existing under previously approved plans. Permit expires June 30, 2021. ***** Location:PARKING LOT, Area(ft):500, Table count:4, Chair Count:8 as per code.

Submit Cancel

Important Notes:

Thank you for using Baltimore City ePermits system. After submission, you will receive an email indicating that your permit is ready for payment, or a message from staff requesting more information, within one business day.

IMPORTANT INFORMATION

1. Applications shall not include live or amplified music, open flames or other heating devices in outdoor seating, or any exterior food and drink stations not currently existing under previously approved plans.
2. All layouts and operations must comply with CDC guidelines, federal, state and Baltimore City regulations.
3. This program in no way removes or reduces the requirement for all applicants to observe all laws, orders, rules, ordinances pertaining to the operation of their business.
4. Applicants shall not include live or amplified music, open flames or other heating devices in outdoor seating, or any exterior food and drink stations not currently existing under previously approved plans.
5. All operators shall follow the Baltimore City restaurant guidelines (this is forthcoming).

Solid Waste Management

- a. It is the applicant's responsibility to maintain the cleanliness of the outdoor dining area at all times and for the clean-up and disposal of trash and recycling generated within the premises. All outdoor areas must be returned to a clean condition equal to or better than it was found prior to the use.
- b. Failure to perform adequate clean-up during and after the use will result in the City of Baltimore issuing possible fees and citations.



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THANKS!



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