



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

TEMPORARY SPECIAL EVENT PERMIT APPLICATION

GUIDELINES AND INFORMATION

When is a permit needed from DHCD?

A permit is needed from DHCD when you are having the following types of **indoor** events on private property:

Bazaars	Carnivals	Circuses
Dances	Displays	Exhibitions
Fairs	Lectures	Movies/Videos
Plays	Rummage Sales	Sporting Events
Suppers	Other Assemblies	

****Note:** Beginning January 1, 2015, all applicants for an **outdoor** temporary event permit will now apply at the City's Special Events Office in the Abel Wolman Building located at 200 N. Holliday Street on the 1st floor at counter 4. Permits for all outdoor temporary events that previously were issued from DHCD will now be issued from the Special Events Office. This includes temporary structures and temporary wiring for outdoor events. Please check with Department of General Services (DGS) for application submission deadlines.

What are temporary structure requirements for permits?

Temporary structures are structures erected for less than 180 days. A permit application and construction documents shall be submitted for each installation of a temporary structure.

Temporary tents and other membrane structures that are 120 square feet or greater including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons shall not be erected, operated or maintained for any purpose without obtaining a permit from the building official. The construction documents shall include a floor plan drawn to scale indicating the location of the tents and documentation on how the tents will be secured to the floor/ground.

****Note:** All tents over 400 square feet require a permit from DHCD and the Fire Department. These applications will be referred to the Fire Department for approval prior to issuance.

Temporary structures (e.g., stages, booths, bridges, etc.) that are 120 square feet or greater including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons shall not be erected, operated or maintained for any purpose without obtaining a permit from the building official. The construction documents shall include a floor plan drawn to scale indicating the location of the temporary structures. Signed and sealed construction drawings may be required for any structure over 400 square feet.

Health Department:

**Note: When food is being served application may be referred to the Health Department for approval.

Submitting your application.

When submitting your application, the application form should be completed with all required information including the owner of the property. If the owner is a company, a person's name must be listed for Lessee/Agent. If the owner of the property is Mayor and City Council you must provide documentation that you have been given permission to use the property and the name of the Agent for the City must be included on the application.

The application and supporting documents (e.g., construction documents, floor plan, letters, etc. when applicable) are submitted along with the \$50 filing fee.

Once your application is submitted you will need to call for Inspections Sign-off through our QuickTrac system at 443-984-2776 using the Inspection Codes for Temporary Permits as follows:

- 3020 BLD-Site Visit-Consultation
- 3030 ELE-Site Visit-Consultation
- 3040 MEC-PL Site Visit-Consultation

For questions contact the following:

Department of Housing and Community Development
One Stop Shop Permit Center
443-984-1809

CODE REFERENCES

Building, Fire, and Related Codes of Baltimore City

Section 102.7: Structures owned by City
Section 108: Temporary Structures and Uses
Section 109.6.5: Fees for inspection registration permits
Chapter 31: Special Construction

2015 International Building Code

Section 108: Temporary Structures and Uses
Section 3103: Temporary Structures

2015 International Fire Code

Section 3103: Temporary Tents and Membrane Structures