

Special Events Permit Guidance Document

Five Steps to Permit Issuance

1. Submit Application

- Apply online via DPS [eServices](#). The Special Event permit application must be submitted at least 30 days prior to the event.
- Log in and pay the required fees.

2. Pre-Event Coordination Meeting

- Held within two business days of application submission.
- Scheduled by the Department of Permitting Services (DPS).
- Relevant agencies and departments are invited based on the event's details.
- During the meeting, applicants will be informed of all applicable requirements based on the submitted application and event scope.

3. Departments Review

The application and event plans are reviewed by the following County departments:

- [Alcohol Beverage Services](#) (ABS)
 - Up to six types of licenses may apply depending on the event.
- [Department of Health and Human Services](#) (DHHS)
 - Staff review is required.
 - A Special Food Event Permit may be needed (available on the DHHS website).
- [Department of Permitting Services](#) (DPS)
 - Reviews for zoning, electrical, commercial, and fire safety compliance.
- [Department of Transportation](#) (MCDOT) and Montgomery County Police Department (MCPD)

- Reviews traffic management and road closure plans.

4. Conditions & Documentation

- All required conditions will be added to the INFOR system.
- The following documents are required for all applications:
 - A legible site plan showing:
 - All existing streets, buildings, and significant installations.
 - Clearly marked event location.
 - Minimum size: 8½" x 11" (larger paper is accepted).
 - If the event is indoors, include:
 - A valid Use and Occupancy Certificate.
 - A valid Fire Code Compliance Permit.

5. Permit Issuance

- Once all reviews are complete and conditions are met, the permit will be issued.

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