



2425 Reedie Drive, 7th floor
Wheaton, MD 20902
311 or 240-777-0311
montgomerycountymd.gov/dps/



Special Event Application

This application must be received at least **30 business days** before the event.

A. Event Information

Event Name _____

Location: Address _____ City _____

Zip _____ Nearest Cross Street(s) _____

B. Applicant/Organizer Information

Company/Corp. Name: _____

Email: _____ Phone #: _____

Address _____ City _____ State _____ Zip _____

C. Property Owner Information

Name of Property Owner _____

Email: _____ Phone #: _____

Address _____ City _____ State _____ Zip _____

D. Event Category

- | | |
|---|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Fireworks Display | <input type="checkbox"/> Carnival/Fair/Circus |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Farmer/Outdoor Market |
| <input type="checkbox"/> Exhibit/Expo | <input type="checkbox"/> Museum Special Attraction |
| <input type="checkbox"/> Music/Dancing | <input type="checkbox"/> Other: _____ |

E. Event Details

1. Event Start Date: _____ End Date: _____ Rain/Make-up Start Date: _____

2. Expected number of attendees per day? _____

3. Expected number of vehicles per day? _____

4. Is the event open to the public? Yes No <https://www.montgomerycountymd.gov/cupf>

5. Will the event be indoors? If yes, a pre-event meeting with DPS staff is required.

6. Will the event or location have difficulty meeting Maryland accessibility requirements? Yes No

If yes, a pre-event meeting with DPS staff is required. To schedule a consultation, please follow the following link: <https://www.montgomerycountymd.gov/DPS/Process/director/predesign-consult.html>

7. Is the organization a bona fide non-profit organization within Montgomery County? Yes No

If Yes, provide a copy of the organization's federal tax exemption number. EIN: _____

<http://www.montgomerycountymd.gov/DPS/Process/zspe/Benefit-Performance-License.html>

8. Will the event require the closure of roadways? Yes No If yes, follow the link below:

http://www.montgomerycountymd.gov/dot-traffic/special_events.html

9. Will there be any fireworks, pyrotechnics, or flame effects? Yes No If yes, please visit the following link to obtain the appropriate General permit:

<https://www.montgomerycountymd.gov/DPS/divisions/fire/index.html>

10. Will there be open flame devices, on-site cooking, or patio heaters? Yes No If yes, please visit the Division of Fire Prevention and Code Compliance website for information about obtaining permits. <https://www.montgomerycountymd.gov/DPS/divisions/fire/index.html>

11. Will the event involve temporary tents over 200 square feet? Yes No If yes, Use & Occupancy is required and the location of tents are to be shown on an 8 ½ x 11 site plan.

Number of tents _____ Total Sf of all tents over 200 SF _____

<https://www.montgomerycountymd.gov/DPS/Resources/Files/COMBUILD/ApplicationForUseAndOccupancyCertificate.pdf>

12. Will the event require electrical installations such as lighting, sound equipment, etc. or generators over 6.5 KVA as a power source for your event? Yes No If yes, please provide the number of generators _____ and the location(s) are to be shown on a minimum 8 x 11 site plan. An electrical permit is required, please click link below for the electrical permit application.

<https://www.montgomerycountymd.gov/DPS/Codes/Electrical-Mechanical-Index-Page.html>

13. Will there be stages, platforms, scaffolding, bleachers and/or grandstands, canopies or other temporary structures over 30 inches in height measured from the grade? Yes No If yes, a commercial building permit is required. please provide the information from the manufacturer for each type of structure with your application or signed and sealed drawings for site-built structures. Location of the structure are to be shown on an 8 ½ x 11 site plan.

Number of Stages _____ Grandstands _____ Temporary Trailers/Other Structures _____

<https://www.montgomerycountymd.gov/DPS/Process/combuild/commercial-new-building.html>

<https://www.montgomerycountymd.gov/DPS/Resources/Files/FPCC/Tent%20Policy.pdf>

14. Will food or alcohol be served at the event? Yes No If food will be served, provide the names of all food vendors and obtain any necessary licenses or permits from HHS:

<https://www.montgomerycountymd.gov/hhs-special/index.html>

If alcohol will be served on site, obtain any necessary licenses or permits from ABS:

<https://www.montgomerycountymd.gov/ABS/licensure/license/>

15. Will there be commercial portable toilets or is the site served by a septic system? Yes No

If yes, contact Land Development, Well and Septic Section.

https://www.montgomerycountymd.gov/DPS/contact.html#dps_directory

F. Required Documentation

For ALL applications, the following are required:

1. A legible site plan that shows all existing streets, buildings, and significant installations with the event location clearly identified. Minimum plan size is 8 ½ by 11 inch.
2. If the event is occurring inside a building, provide a copy of the valid Use and Occupancy certificate and a valid Fire Code Compliance permit.

G. Applicant Acknowledgement

Any information that the applicant has set forth in this application that is false, or misleading may result in the rejection of the application. I have read, understand and agree to abide by the rules and regulations governing the proposed special event. The condition for issuance of this permit is that the event will comply at all times with the applicable codes and regulations which may pertain to the use of the event venue and facilities therein.

(Applicant's Signature)

Date

(Print Name)

Applicant must pay all appropriate fee(s) before the event application is processed.