

TEMPORARY SPECIAL EVENT PERMIT APPLICATION

GUIDELINES AND INFORMATION

105.3 Application for permit.

15. if the application is for a permit for public assemblies – annual or a permit for public assemblies – short term, as described in second 109.6.5 of this Code, the application shall be:

- a. filed at least 45 days before the event date, and
- b. signed by the applicant or the applicant's agent.

When is a permit needed from DHCD?

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

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

All applicants for temporary event permits on City owned property will now apply at the City's Special Events Office located at 401 E. Fayette Street, 1st Floor. Please check with the Department of Transportation (DOT 410-396-4508) 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.

Department Referrals

All applications are being reviewed by the Fire Dept., Police Dept., Dept. of Public Works, Dept. of Transportation, and the Liquor Board for approval prior to issuance of the permit.

Submitting your application.

All application and supporting documents are submitted online via the E-Permits website at [Accela Citizen Access](#).

The application and supporting documents (e.g., construction documents, floor plans, site plans, letters, etc. when applicable) are submitted online during the application process.

You will be notified via email of needed inspections:

- 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 at 443-984-1809 or\
Email: DHCD.Permits@baltimorecity.gov

CODE REFERENCES

Building, Fire, and Related Codes of Baltimore City 2024

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

2021 International Building Code

Section 108: Temporary Structures and Uses

Section 3103: Temporary Structures

2021 International Fire Code

Section 3103: Temporary Tents and Membrane Structures

Information provided is not all-inclusive