

# **GUIDELINES FOR TENTS AND STAGES CUSTOMER ASSISTANCE GUIDE**



Charles County Government

Department of Planning & Growth Management

P.O. Box 2150

La Plata, MD 20646

(301) 645-0692 / (301) 870-3935

Fax: (301) 645-0575

Web Site: [www.charlescountymd.gov](http://www.charlescountymd.gov)

**IMPORTANT PLEASE NOTE:** All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

**CHARLES COUNTY GOVERNMENT  
PLANNING AND GROWTH MANAGEMENT  
P.O. BOX 2150  
LA PLATA, MD 20646**

July 1, 2016

**WHEN IS A BUILDING PERMIT REQUIRED FOR THE INSTALLATION OF A TENT?**

Tents and membrane structures that are **open sided**, with no cooking facilities contained within, up to 2,400 square feet are exempt from permits.

A permit is required for enclosed tents that cover an area in excess of 120 square feet or contain cooking facilities.

**WHAT IS REQUIRED FOR PERMIT APPLICATION?**

1. Application – Submit one completed building permit application.
2. Certificate of Flame Resistance – The certificate must have the Registered Flame Retardant seal, registered application number, date of manufacture, serial number (serial number on certificate must match the serial number on the tent), description of item certified, size, and signature of person certifying tent. Provide two (2) copies of this certification at permit submittal.
3. Tent Floor Plan – The floor plan must show seating arrangement, location of racks, tables, etc., aisle locations, and width and means of egress exits.
4. Site Plans – Submit two (2) site plans showing the location of the tent on the property.
5. Electrical Permit – required for any electrical work including a generator to be used to supply power. Electrician must have a Charles County electrical license.

**Note:** The tent shall be anchored properly and be able to withstand wind speeds up to 115 mph.

Fees: Application fee - \$22.00  
Plan Review fee - \$54.00 minimum; \$.019 per sf  
Inspection fee - \$43.00

A 4% Technology Fee surcharge will be added to all permits issued after July 1, 2014.

**WHEN IS A BUILDING PERMIT REQUIRED FOR THE CONSTRUCTION OF A STAGE?**

A building permit is required for a permanent or temporary structure that covers an area in excess of 120 square feet.

WHAT IS REQUIRED FOR PERMIT APPLICATION?

- 1. Application – Submit one completed building permit application.
- 2. Construction Drawings – Submit two (2) sets signed and sealed by a Maryland Registered Professional Engineer. Drawings must show structural details, including the design load, existing stairs, handrails, and guardrails.  
  
Exception – The stage may be field certified by a Maryland Registered Professional Engineer in lieu of submitting certified drawings at permit application. The certification must be submitted to the inspector at the time of the field inspection.
- 3. Site Plans – Submit two (2) copies of the site plan showing the location of the stage on the property.

**Note:**

- 1. Guardrails are required if the landing is located more than 30 inches above the floor or grade below.
- 2. An electrical permit must be obtained for temporary electrical wiring, including a generator. This permit is required for generators that do not meet the criteria set forth in Article 250.34 of the adopted edition of the National Electrical Code.
- 3. **Tents and stages must be set up and inspected no later than Friday before commencement of a public event.**

Fees: Application fee - \$22.00  
 Plan Review fee - \$54.00 minimum; \$.019 per sf  
 Inspection fee - \$43.00

A 4% Technology Fee surcharge will be added to all permits issued after July 1, 2014.

Use and Occupancy Certificate

This certificate shall be obtained from Codes, Permits, and Inspection Services prior to using the structure. When requesting a Use and Occupancy Certificate, submit the orange final inspection card signed by the required inspectors.

The following is a list of commonly requested telephone numbers for State and County agencies:

- Health Department ..... 301-609-6900  
 Web Site ..... [www.charlescountyhealth.org](http://www.charlescountyhealth.org)
- Inspection Agency ..... 301-645-3302  
 Building, Electrical, Plumbing, & Mechanical Inspections ..... 301-870-8710  
 Web Site ..... [www.planchekinc.com](http://www.planchekinc.com)
- Planning & Growth Management  
 Codes, Permits, & Inspection Services ..... 301-645-0692 or 301-870-3935

Planning & Zoning.....301-645-0540 or 301-870-3896  
Engineering .....301-645-0618 or 301-870-3937  
Fax..... 301-645-0575  
Web Site..... [www.charlescountymd.gov/pgm](http://www.charlescountymd.gov/pgm)

Soil Conservation.....301-934-9588, Ext 3 or 301-870-3555  
Web Site.....[www.charlesscd.com](http://www.charlesscd.com)

State Highway Administration..... 1-800-876-4742 or 410-333-1350  
Web Site..... [www.marylandroads.com](http://www.marylandroads.com)

State Fire Marshal ..... 443-550-6820  
Web Site..... [www.firemarshal.state.md.us](http://www.firemarshal.state.md.us)

**Mission Statement**

The mission statement of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long – and short – term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

**Vision Statement**

Charles County is a place where all people thrive and businesses grow and prosper;  
where the preservation of our heritage and environment is paramount;  
where government services to its citizens are provided at the highest level of excellence;  
and where the quality of life is the best in the nation.



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[www.charlescountymd.gov](http://www.charlescountymd.gov)  
 Inspections: (301) 870-8710 or (301) 645-3302

<b>FOR OFFICE USE ONLY</b>	
Date Received:	_____
Permit Number:	_____
Revision To:	_____
Plans on File #:	_____
Same Day:	Y or N
Time Received:	_____

**BUILDING AND ZONING PERMIT APPLICATION**

<b>Property Tax Number</b>	<b>OR</b>	<b>Tax Map</b>	<b>Parcel</b>	<b>Grid</b>
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<b>Property Owner(s) Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>
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<b>Applicant(s) Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>
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<b>Contractor's Name</b>	<b>Address/E-Mail Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Phone No.</b>
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<b>MD Homebuilders Registration No.</b>	<b>MD Home Improvement No.</b>	<b>MD State License No.</b>
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**Job Address (ADC Map #, House #, Street, City, etc.)**

<b>Subdivision Name</b>	<b>Lot No.</b>	<b>Section</b>	<b>Block</b>	<b>Acreage</b>
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**General Description of Work and Intended Use:**

<b>Total Disturbed Area</b>	<b>Flood Plain Elevation</b>	<b>Front Yard Setback</b>	<b>Rear Yard Setback</b>	<b>Right Yard Setback</b>	<b>Left Yard Setback</b>
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State Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Chesapeake Bay Critical Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater Management:
County Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Resource Protection Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Provided <input type="checkbox"/> Exempt <input type="checkbox"/> Waived
PDRB Approval: <input type="checkbox"/> Provided <input type="checkbox"/> Exempt	Development District: <input type="checkbox"/> In <input type="checkbox"/> Out	

Total Floor Area: _____	No. of Full Bathrooms: _____	Public: <input type="checkbox"/> Water <input type="checkbox"/> Sewer	Related Permits Required:
No. of Stories: _____	No. of 1/2 Bathrooms: _____	Private: <input type="checkbox"/> Well <input type="checkbox"/> Septic	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Bedrooms: _____	Rough-In Only: _____	Food/Drink: <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing: <input type="checkbox"/> Yes <input type="checkbox"/> No
			Mechanical: <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Estimated Construction Cost (Building Cost Only):</b>	<b>Commercial Business Trading As:</b>
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**OFFICE USE ONLY**

Application Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

Soil Conservation Fee: \_\_\_\_\_

Inspections: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \$ \_\_\_\_\_

Name on Check: \_\_\_\_\_

**Treasurer's Validation**

**CAUTION:** I/we have carefully examined and read this application and know the same is true and correct. I/we are also aware that whoever is indicated as the OWNER assumes full responsibility for this application and for the construction and will comply with all provisions of the Charles County ordinances and State laws whether herein specified or not. I/we further understand that to start construction before a building permit is issued and to use and occupy the premises before a Use and Occupancy Certificate is obtained is in violation of the law.