

# TENT AND STAGE 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

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

February 1, 2012

**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 2400 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 exists.
4. Site Plans - Submit two 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.

**Note:** The tent shall be anchored properly and be able to withstand wind speeds up to 90 mph.

Fees - Application fee - \$19.00  
Plan Review fee - \$39.00 minimum, \$.017 per sf  
Inspection fee - \$41.00

**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 sets signed and sealed by a Maryland Registered Professional Engineer. Drawings must show structural details, including the design load, exist 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 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 - \$19.00  
             Plan Review fee - \$39.00 minimum, \$.017 per sf  
             Inspection fee    - \$41.00

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 departments and agencies may be contacted directly to answer any questions:

Health Department ..... 301-609-6900  
     Web Site ..... [www.charlescountyhealth.org](http://www.charlescountyhealth.org)

Inspection Agency ..... 301-870-8710 or 301-645-3302  
     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  
     Web Site ..... [www.charlescounty.org](http://www.charlescounty.org)  
     Fax ..... 301-645-0575  
  
 State Fire Marshal ..... 301-550-6820  
     Web Site ..... [www.firemarshal.state.md.us](http://www.firemarshal.state.md.us)

**Mission Statement**

The mission 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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 Department of Planning and Growth Management  
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 (301) 645-0692 or (301) 870-3935 Fax: (301) 645-0575  
[www.charlescounty.org](http://www.charlescounty.org)  
 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**

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

Subdivision Name	Lot No.	Section	Block	Acreage
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General Description of Work and Intended Use: \_\_\_\_\_

Total Disturbed Area	Flood Plain Elevation	Front Yard Setback	Rear Yard Setback	Right Yard Setback	Left Yard Setback
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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: <input type="checkbox"/> Provided <input type="checkbox"/> Exempt <input type="checkbox"/> Waived
County Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Resource Protection Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PDRB Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Development District: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Estimated Construction Cost (Building Cost Only):	Commercial Business Trading As:
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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.

Signature of <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized Agent	Printed Name	Date	Permit Specialist Initials
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