

Special Event Permit Application



GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

Please complete this form if your event will be using temporary structures, such as tents, stages, fences, bleachers etc. Applications should include: 4 sets of plans and/or specifications for all tents and stages with any relevant electrical, mechanical, plumbing, and fire suppression systems detailed, as applicable; copy of flame retardant certificate for each type of tent. Tents larger than 1,000 square feet must be signed and sealed by a registered structural engineer of the District of Columbia. Tents used for assembly gathering must identify seating arrangement (total number of tables and chairs) with exit paths to the outside. Where applicable, site plans shall state that there will be no cooking under tents, shall include the name and dates of event, location of generators, and type of fuel. Stages shall have hand rails on all sides and ramps or stairs for egress. Applications must be filed a minimum of fifteen (15) business days before the event. Only original applications with original signatures are accepted. Electrical Permits can only be applied for by an electrician licensed in the District of Columbia.

Event Name and Date		Application Submission Date	
Describe Event Location/Work Site (include cross streets and block numbers)		Starting Date and time of Work Month /Day Time Year	Completion Date and Time of Work Month/ Day Time Year
Event Coordinator/Contact Person	Event Coordinator/Contact Person Address (include Zip Code)		Contact Person Daytime Phone Number Cell Number: _____

Describe the type of Work to be done (example: assemble 3 10x10 tents, 1 70x80 stage, 4 12x12 bleachers, 2 cyclone fences, etc).

Existing Use(s) of Property (example: DC public space, residential, business, or retail space)	Official Use Only Miscellaneous FEE	
Proposed Use(s) of Property (example: assemble tents, stages, etc.)	\$	By: _____
		Date: _____

Applicant Signature

Agent: I hereby certify that I have the authority of the event owner to make this application. I declare that the application and plans are complete and correct to the best of my knowledge. The event owner has assured me that if a permit (or permits) is issued, the construction will conform to the D.C. Construction Codes, the Zoning Regulations, and all applicable laws and regulations of the District of Columbia. "False statements or misrepresentation of facts on a permit application and/or plans is subject to criminal penalties pursuant to DC law 22-2405."

Signature of Agent _____ Address _____ Date _____



APPROVALS (DO NOT WRITE ON THIS PAGE; OFFICIAL USE ONLY)

Plans And Application Approval

1. Information Counter by: _____ Date: _____

2. DDOT-Permit and Records Division/Deposit#

Sidewalk Deposit \$ _____ Driveway Deposit \$ _____

By: _____ Date: _____

3. Fire Protection Eng. By: _____ Date: _____

4. Structural Eng. By: _____ Date: _____

5. Electrical Eng. By: _____ Date: _____

5. Other: _____ Date: _____

Reviewed By: _____

6. Permit and Certificate Issuance Counter by: _____ Date: _____

Comments

DDOT:

Fire:

Structural:

Electrical:

Other:

