



**Ocean City Fire Department**  
**Office of the Fire Marshal**  
 301 Baltimore Ave, Ocean City, MD 21842  
 Phone: 410-289-8780 / Fax: 410-289-8767



**Application for Tent/ Special Event**

Submit application via email: [OCFM@oceancitymd.gov](mailto:OCFM@oceancitymd.gov)  
 Or by mail: Office of the Fire Marshal, P.O. Box 158 Ocean City, MD 21843

**EVENT COORDINATOR/CONTACT INFORMATION**

Promotion/Company Name: \_\_\_\_\_ Office Contact: \_\_\_\_\_  
 Mailing/Billing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 On-Site Event Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_ Cell #: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_  
 Event Address: \_\_\_\_\_  
 Date(s) of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_  
 Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 Total People Anticipated: \_\_\_\_\_ Maximum People at One Time: \_\_\_\_\_

**POWER AND COOKING**

Source of Power: On-Site Power Generator (Fuel Type/Amount): \_\_\_\_\_  
 # of Tents/Booths: Cooking \_\_\_\_\_ Non-Cooking \_\_\_\_\_ (Show on Site Plan)  
 Types of Cooking: Food Truck Deep Fat Frying BBQ Other \_\_\_\_\_  
 Open Flames (other than cooking): Yes No Outdoor Heaters: Yes No (Show on Site Plan)

**TENT INFORMATION** (This permit required where tents >200 sq ft (~14'x14') are present).

Will there be tents? Yes No Heating? None Electric Propane (requires LPG tank permit if over 25 lbs.)  
 Date Tent(s) Erected: \_\_\_\_\_ Dates Tents Removed: \_\_\_\_\_

#	Size	Use	#	Size	Use

Supplier/Tent Company: \_\_\_\_\_ Office Contact: \_\_\_\_\_

**ENTERTAINMENT & CROWD MANAGEMENT**

Type of Entertainment: \_\_\_\_\_ Stages? Yes No  
 Fireworks or Special Effects: Yes\* No (\*requires fireworks permit)  
 Seating Arrangement: Ticketed Seating Festival/General Admission Seating Standing Only  
 Gated/Fenced Perimeter: Yes No Metal Detection/Security Check: Yes No

*Note: The issuance of the permit is based upon the information contained in this application only, and does not cover unsatisfactory conditions resulting from errors, omissions or failure to clearly indicate conditions. Any change(s) to the application, layout, or conditions shall be submitted to the Office of the Fire Marshal for review. I hereby certify that I have read and understand the attached conditions/requirements of this permit and agree to comply with the conditions and requirements. I understand that failure to comply with the conditions would result in cancellation of this permit, possible denial of future permits, and fines up to \$1000.*

Applicants Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



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**The following items MUST be included with the Permit Application at the time of submittal (a minimum of 30 days prior to event) for consideration. Failure to provide any of the required attachments will be cause for immediate rejection and return of application.**

**Applicants are encouraged to review the Tent/Special Event Guidance Document, available on the FMO website, to assist in submission of a compliant event application.**

**✓ Please check to indicate each item is included in the Application**

1. Detailed site plan (with dimensions/distances), to include:
  - a. Location / size of each tent(s) & proximity to all adjacent structures
  - b. Food trucks/ cooking equipment
  - c. Portable Heaters and fuel tanks
    - \*LP tanks larger than 25lbs and not installed on mobile cooking units or other mobile equipment not requiring refilling during the event is required to comply with the Town's Natural/Propane Gas franchise, with service provided by Sandpiper/Sharp Energy (www.sharpenergy.com)*
  - d. Detailed drawing of the interior of the tent/venue layout
  - e. Means of egress/exits (locations and size) of tent and overall event
  - f. Parking Areas, public rights-of-way, streets and fire lanes
  - g. Indication of crowd layout, estimated occupancy (total over event and any one time)
  - h. Location of fencing, enclosures, security checkpoints (if needed)
  - i. Fire Extinguisher (ABC and/or K class) location
2. Event Schedule
3. Flame Propagation Performance certificates submitted (or attached to tent)
4. Where encroaching on a required parking area, certification that BZA approval has been granted within the last three (3) calendar years. (*\*Questions regarding BZA approval should be forwarded to the Town of Ocean City Zoning Department at 410-289-8855*)

Upon approval, permittee will receive an FM Comment document, which includes the conditions of the permit approval and highlights any necessary modifications/additions to the submitted site plan, such as, but not limited to: Crowd Manager Training & Certifications, Life Safety Evaluation development and submittal, Security Plans development and submittal, onsite inspection/public safety staffing, etc. which may incur additional costs for review and approval.

**Upon approval of this application the applicant will be billed in the amount of \$50.00**

\*please ensure all supporting documents (site plan, event schedule, etc.) are attached to the email prior to sending\*