



**PLANNING & COMMUNITY DEVELOPMENT**  
***Building & Inspections Division***

Town of Ocean City  
[crisisapplication@oceancitymd.gov](mailto:crisisapplication@oceancitymd.gov)  
Ocean City, MD 21842  
410-289-8855

**PERMIT APPLICATION – TEMPORARY OUTDOOR SEATING**

**Permit Application Step-by-Step Instructions**

1. Application for a “Temporary – Covid19 Recovery” permit is required for any physical changes or additions to existing commercial facilities.  
This includes: installing “plexi-glass” or similar barriers, relocating seating, adding seating to exterior areas, installing temporary restrooms, changing exit pathways, changing food-prep operations, providing additional or alternative alcohol sales, etc.
2. Permit applicant must complete all sections of the Town of Ocean City, MD permit application. No fee is required for this temporary permit.
3. Section III. of the permit application is to include a clearly drawn site plan and/or floor plan of the proposed changes and shall clearly indicate what areas are being changed. If there is not enough room on the application, additional pages shall be attached.
4. Permit applicant shall email the application to [crisisapplication@oceancitymd.gov](mailto:crisisapplication@oceancitymd.gov)
5. Once the application is received, it will be automatically forwarded to the Health Department, Board of License Commissioners, Fire Marshal’s Office, and the Planning and Community Development office. Separate applications may be required by individual agencies.
6. Each regulatory agency will review the application and contact the applicant with any changes that need to be made.
7. Once each agency approves the application, each agency will then notify the Planning and Community Development office via an email to [crisisapplication@oceancitymd.gov](mailto:crisisapplication@oceancitymd.gov)
8. After all approvals have been received by the Planning and Community Development office, the applicant will be notified via email, and will be sent a copy of their temporary permit and plan approval.
9. After applicant receives their approval, they may begin operating under their temporary approval.
10. The applicant will be contacted by each agency to inform the applicant when an inspection of their establishment will take place.