



Greg Africa, Director

2664 Riva Road
Annapolis MD 21401
www.aacounty.org/ip
Phone: (410) 222-7730

REQUIREMENTS FOR

SUBMITTING APPLICATIONS AND FINAL INSPECTIONS FOR TENTS ASSOCIATED WITH RESTAURANTS FOR OUTSIDE SEATING TO MEET COVID-19 CRITERIA

For the purpose of expediting permit approval and final inspections the following criteria must be submitted to the Department in order to expedite approval process and the inspection process. Tents processed for this operation will be authorized for a maximum of 180 days from the issuance of permit. At the end of that time period the tent shall either be removed or reactivated through the Permit Center. **All tents erected shall not have side walls of any type and must be open on all sides when the structure is occupied by staff or patrons.**

All submittal packages should be completed on a maximum of 8.5" x 14" paper.

1. A completed Building permit application
2. Check for \$85.00
 - a. Application may be found at the Inspections and Permits web page:
<https://www.aacounty.org/departments/inspections-and-permits/permit-center/forms-and-publications/>
 - b. Make sure there is a contact number and email for the contact information
3. Three copies of the following:
 - a. Site Plan showing the location of the tent with relation to the restaurant
 - i. Size of tent length and width.
 - ii. Indicate the distance from the front entrance of the restaurant.
 - iii. Sidewall flaps may only be used when the structure is not in use to secure the facility. Customers may not occupy tents while sidewall flaps are down.
 - iv. Location of fire lanes if applicable.
 - v. Location of any Fire Department Connection (FDC) if applicable.
 - b. Tent details including, framework, Anchoring details, Flame spread certifications (NFPA 701).

- c. Seating Layout of the table and chairs, number, and spacing distances between tables and chairs.
 - d. Copy of the Fire Marshal's Capacity Certificate as displayed in the restaurant. If the capacity is under 50 only a statement from the owner is required to be submitted.
 - e. Permission letter from the Management Company or other entity that is in ownership of the parking lot or area where tent will be located.
4. A check list is available on the Inspection and Permits web page:
<https://www.aacounty.org/departments/inspections-and-permits/permit-center/forms-and-publications/expedited-tent-check-list-for-restaurants.pdf>
 5. All drawings and information should be placed in an envelope along with the check, sealed and placed into the orange drop-off box in front of the Permit Center, 2664 Riva Road. Do not split the check and permit application; they should be all in one envelope. Packages are retrieved every 2 hours.
 6. Please label the envelope "Restaurant Tent Expedite"
 7. Permit review and issuance will take place within 2 days of submittal depending upon the time of day the package was submitted, and the amount of applications submitted on any given day.
 8. Permit packages will ready for pickup when permits have been approved. Notification to the permittee will be by email, phone or both.
 9. Approved Permit packages will be emailed to the applicant. If this is not an option, an appointment will need to be made with the Permit Center as to a time when the permit may be picked up. Please call 410-222-7730 to schedule an appointment.
 10. Once the permit is issued you must email a request for inspection to ipmailbox@aacounty. If the request is received prior to 12 noon, the department will make every attempt to conduct the inspection the same day. Inspection request received after 12 noon will be conducted first thing the next inspection day. **Please do not use the automated inspection request system to schedule the final inspection.**
 11. Inspection responsibilities will be split between the Fire Marshal's Office and the Department of Inspections and Permits. Only one inspection will be required for the final inspection. Once the inspection is conducted and approved the restaurant will be able to use the permitted structure for outside dinning, subject to all other COVID-19 requirements imposed by State or County orders.