



# PARADE PERMIT APPLICATION

BALTIMORE COUNTY, MARYLAND  
DEPARTMENT OF PERMITS, APPROVALS AND INSPECTIONS  
111 W. CHESAPEAKE AVENUE, ROOM 114  
TOWSON, MD 21204  
410-887-3616

**APPLICATION FEE: \$80.00 PER EVENT DATE (CHECKS PAYABLE TO: BALTIMORE COUNTY, MD)**

**APPLICATION SHALL BE FILED AT LEAST 60 CALENDAR DAYS BEFORE THE DATE OF THE PROPOSED EVENT**

**CERTIFICATE OF INSURANCE COVERAGE** – THE SPONSOR MUST OBTAIN AND PROVIDE **CERTIFICATE OF INSURANCE** COVERAGE TO DO BUSINESS IN THE STATE OF MARYLAND AND REMAIN IN EFFECT UNTIL TERMINATION OF THE EVENT. **COMMERCIAL LIABILITY COVERAGE** - THE REQUIRED INSURANCE SHALL: (1) NAME THE COUNTY, ITS EMPLOYEES, OFFICERS, AND AGENTS AS AN ADDITIONAL INSURED; AND (2) BE IN AN AMOUNT THAT THE ADMINISTRATIVE AUTHORITY DETERMINES IS NECESSARY TO PROTECT THE PUBLIC INTEREST BUT NOT LESS THAN \$300,000 GENERAL LIABILITY INSURANCE AND \$100,000 PROPERTY DAMAGE INSURANCE.

**NO MARKING OF PAVEMENT:** SPRAY PAINTING OR PLACING ANY SIGN OR MARK ON THE ROADWAY IS PROHIBITED.

THE CHIEF OF POLICE MAY ADOPT A **DETAIL PAY POLICY** UNDER WHICH APPLICANTS FOR PERMITS UNDER SECTION 21-9-103 MAY BE REQUIRED TO PAY FOR SERVICES PROVIDED BY ON-DUTY OFFICERS. THE DETAIL PAY POLICY MAY REQUIRE PRE-PAYMENT OF REQUIRED FEES OR THE POSTING OF SECURITY SATISFACTORY TO THE COUNTY.

### SPONSOR INFORMATION

EVENT SPONSOR \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
(Organization or Individual Name)

SPONSOR'S ADDRESS \_\_\_\_\_  
Street City State Zip Code

SPONSOR'S EMAIL ADDRESS \_\_\_\_\_

MAILING NAME AND ADDRESS \_\_\_\_\_  
(If different from sponsor) Street City State Zip Code

### EVENT INFORMATION

**CHECK TYPE OF EVENT:**

BIKE RALLY  PARADE  MARATHON/RUN  WALKATHON  FOOT RACE  OTHER (Specify) \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

NUMBER OF PARTICIPANTS: PERSONS \_\_\_\_\_ ANIMALS \_\_\_\_\_ VEHICLES \_\_\_\_\_

WILL FOOD BE SERVED TO THE PUBLIC THAT REQUIRES REFRIGERATION OR HOT HOLDING?  YES  NO

NUMBER OF VENDORS/TYPE TO BE GRANTED PERMISSION BY PARADE PERMIT HOLDER TO SELL ANY MERCHANDISE WITHIN 100 FEET OF PARADE ROUTE \_\_\_\_\_

FORMATION AREA \_\_\_\_\_

DISPERSAL AREA \_\_\_\_\_

PARADE ROUTE (must attach copy of proposed route) \_\_\_\_\_

STATE THE HIGHWAYS THROUGH WHICH AND THE HOURS WITHIN THE PARADE IS TO PASS \_\_\_\_\_

**NOTE: Any event which occurs on a STATE road may require a State Highway Administration "Special Event Permit"**

**APPLICANT INFORMATION**

APPLICANT NAME (print) \_\_\_\_\_ PHONE NO. \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_  
Street City State Zip Code

**I have carefully read this application, attest under the penalty of perjury the same is correct and true, and that in doing this work all provisions of the Baltimore County Code, Zoning Regulations and applicable state laws and regulations will be complied with, whether specified herein or not, and will request all required inspections.**

APPLICANT'S SIGNATURE\* \_\_\_\_\_ DATE \_\_\_\_\_  
\*(Return application with original signature)

**SECURITY DETAIL INFORMATION**

IS A SECURITY PLAN INCLUDED WITH THIS APPLICATION? NO  YES

PRIVATE SECURITY  NO  YES - IF PRIVATE SECURITY IS TO BE USED, HOW MANY SECURITY STAFF? \_\_\_\_\_

SECURITY COMPANY NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip Code

**SPECIAL EVENTS RECYCLING PROGRAM (SERP)**

ENVIRONMENTAL ARTICLE, S9-1712, **ANNOTATED CODE OF MARYLAND**, REQUIRES SPECIAL EVENT ORGANIZERS (SEO) TO PROVIDE FOR RECYCLING THAT MEET THE FOLLOWING SPECIAL EVENTS RECYCLING PROGRAM (SERP) CRITERIA:

1. INCLUDES TEMPORARY OR PERIODIC USE OF A PUBLIC STREET, PUBLICLY OWNED SITE OR FACILITY, OR PUBLIC PARK.
2. SERVES FOOD OR DRINK; AND
3. IS EXPECTED TO HAVE 200 OR MORE PERSONS IN ATTENDANCE

**CONTACT SOLID WASTE MANAGEMENT AT 410-887-3188 FOR MORE INFORMATION IF YOU MEET THE CRITERIA ABOVE.**

**ADDITIONAL INFORMATION FOR THIS EVENT**

**AGENCY CONTACT INFORMATION**

FIRE MARSHALL (Safety Inspections)	410-887-4880	HEALTH DEPARTMENT – FOOD SERVICES (Food Permits, Food Inspections, Etc.)	410-887-3663
PERMIT PROCESSING (Temporary Structures, Tents, Stage, Etc.)	410-887-3900	POLICE DEPARTMENT – TRAFFIC MANAGEMENT (Police Services)	410-887-7361
PUBLIC WORKS – TRAFFIC ENGINEERING (Road Closures)	410-887-3554	STATE HIGHWAY ADMINISTRATION (Special Event Permit) If using State Roads	410-545-0300

**\*\*\*OFFICE USE ONLY\*\*\***

**MISCELLANEOUS PERMITS & LICENSES DIVISION**

APPLICATION NO. \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ FEE PAID \_\_\_\_\_  
DATE PAID \_\_\_\_\_ CASH RECEIPT NO. \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ LOGGED \_\_\_\_\_ BY \_\_\_\_\_