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# BALTIMORE CITY PERMIT GUIDE FOR NEW OR EXISTING FARMERS MARKETS

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## INTRODUCTION

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This guide is intended to assist Farmers Market Managers, both new and existing in obtaining the proper zoning and health permits. All Farmers Market Managers must apply annually for both zoning and health permits.

Please read and follow each of the steps outlined in this guide. Permits require very specific information and omitting information or any steps in the process will delay issuance of the permit.

Some key issues to consider:

- Farmers Market managers must obtain zoning permits before applying for the farmers market health permit.
- The zoning permit process will vary depending on whether the farmers market is on private and/or public property.
- The BCHD Farmers Market Vendor Permit/License will vary in cost depending on the means of preparation of food sold by each vendor.
- It is recommended that Farmers Market managers apply for the appropriate permits at least 12 weeks prior to opening day of the Farmers Market to minimize fees.

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## CONTACT INFORMATION

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Holly Freishtat, Food Policy Director  
Department of Planning  
417 East Fayette, 8<sup>th</sup> Floor  
(410) 396-4359  
[Holly.Freishtat@baltimorecity.gov](mailto:Holly.Freishtat@baltimorecity.gov)

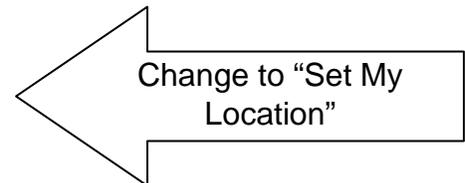
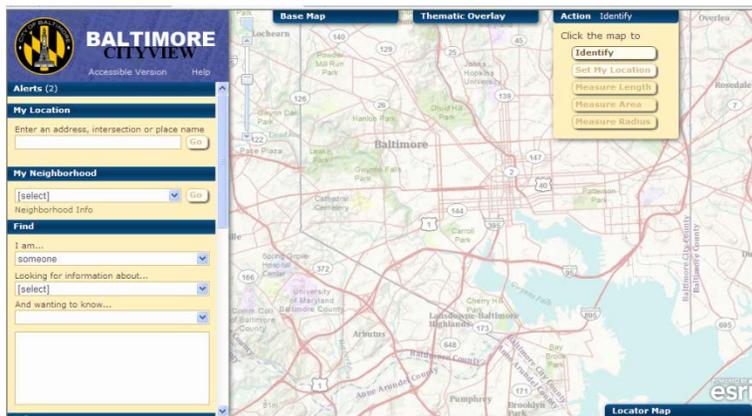
## SECTION 1: ZONING PERMIT GUIDE

### I. LAND CLASSIFICATION

The first step in the permitting process is to use Baltimore CityView to identify the type of property your farmers market is located on.

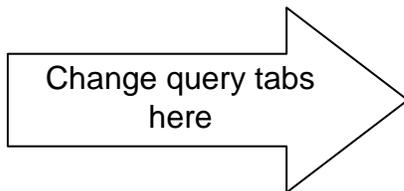
#### A. Locate the property on [BaltimoreCityView](#):

- a. Click the “Action” tab along the top and change it to “Set My Location.” Zoom into your desired location and click on the physical location of your farmers market. Do not click on streets. Ignore the label that may pop-up on the map itself.

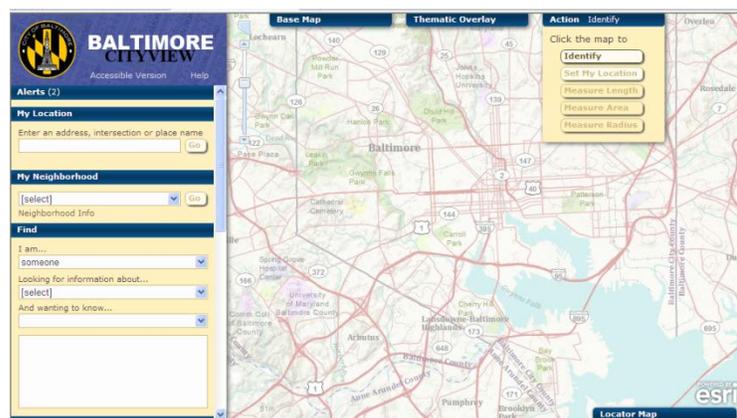


Change to “Set My Location”

- b. On the left-hand side, under the “Find” tab, change “I am...” to “Someone,” change “Looking for information about...” to “Property information,” and change “And wanting to know...” to “Property information.” Information will now populate the “Info” tab about the property.

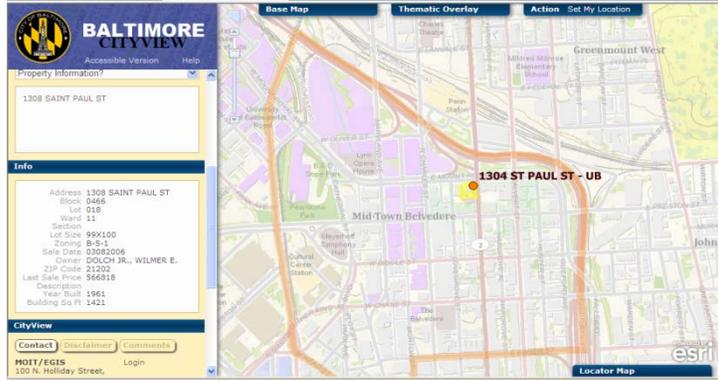


Change query tabs here



- #### B. Use the scroll bar next to the left-hand pane to move downward to the “Info” tab.

Find the legal address, owner, and zoning classification here



- a. Determine the legal address.
- b. Determine the zoning classification. Zoning Classifications are coded as follows: M=Industrial; R=Residential; B=Commercial; OR=Office Residential. Ignore any numbers after the zoning letters. NOTE: Private property zoned as a Residential (R) area will be denied a zoning permit. If you are unable to identify the zone contact Geoffrey Veale, Zoning Administrator, who makes discretionary, calls about the location of new farmers markets.
- c. Determine the property owner. If it says “Mayor and City Council” under Owner, then the land is public property. All other land is private property. Make note if the land is green as it is park land, but will still be public property.

## II. OBTAINING PERMITS

Follow directions below for either A, B, C, OR D below to obtain the appropriate permit:

### A. Farmers Markets Located on Private Property

The Baltimore Zoning Office is responsible for issuing permits on private property. NOTE: Private property zoned as a Residential (R) area will be denied a permit.

- 1) Farmers market managers must complete a [Temporary Special Event Permit Application](#). The permit fee is \$50 per year.
- 2) Submit applications to Geoffrey Veale, Zoning Administrator, located at 417 E. Fayette Street, Room 100. Contact Geoffrey Veale [geoffrey.veale@baltimorecity.gov](mailto:geoffrey.veale@baltimorecity.gov), (410) 396-4126.

### B. Farmers Markets Located on Public Property

*This includes parks or right of way (streets, alleys or sidewalks).*

- 1) Refer to the DGS [Permits / Special Events Permitting / Street Event webpage](#) for frequently asked questions and other resources. Apply for the special event

permit a minimum of 11 weeks prior to the market's opening day to prevent escalating fees. The definition of a special event is "an event open to the general public with less than 2,500 people anticipated." See fee schedule listed below.

- 2) Complete the [Special Event Application](#) and submit to Department of General Services, 200 North Holliday Street, Baltimore, MD 21202.
- 3) Once you have reviewed the Department of General Services website on permits and you still have questions, contact Joe Kostow, Department of General Services, [joe.kostow@baltimorecity.gov](mailto:joe.kostow@baltimorecity.gov), 410-396-4650.

Fee	Explanation
\$ 80.00	8 or more weeks prior to the Special Event
\$ 125.00	6 – 8 weeks prior to Special Event
\$ 250.00	4 – 6 weeks prior to Special Event
\$ 45	Fire Department Review Fee

**C. Farmers Market Located on Private AND Public Property**

In the event that the farmers market location is on both private land and public/right of way, the farmers market manager must apply for two permits (i.e. complete section A and B above), using the [Temporary Special Event Permit Application](#) through the Baltimore Zoning Office AND a [Special Event Application](#) through the Department of General Services. NOTE: Private property zoned as a Residential (R) area will be denied a permit.

**D. Existing Farmers Markets**

All Farmers markets must reapply for the appropriate permits annually.

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## SECTION 2: HEALTH DEPARTMENT REQUIREMENTS

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### I. APPLICATION TO OPERATE OR ESTABLISH A FARMERS MARKET

- 1) Obtain Zoning Permit (see Section I).
- 2) Collect a “Farmers Market Vendor Application” and supporting documentation and fees (as applicable) from each vendor wishing to participate in the market.
- 3) Complete the “Application to Operate or Establish a Farmers Market” as follows:

Provide Market Information:

- a. Indicate whether this is a new market or an existing market.
- b. Provide the market name and location.
- c. Provide the Market Manager’s name and all contact information.
- d. Indicate the desired calendar period of operation, days of operation and hours of operation.

Provide Vendor Information: *(to be found on each vendor’s application)*

- a. Ensure that **ALL** vendors have completed an application regardless of whether they need to obtain a permit or pay fees.
  - b. List each vendor on the “List of Vendors.” Indicate the type of vendor and whether or not the vendor needs a BCHD Market Vendor Permit.
  - c. Verify that vendors who are required to pay fees have paid the correct fee and that their check or money order is made payable to “Director of Finance.”
  - d. Confirm that **ALL** vendors have completed and included “MENU/PRODUCT” forms with their application.
  - e. Ensure that vendors requiring Hazardous Analysis Critical Control Point (HACCP) Plans have included them with their application.
  - f. Confirm that each vendor has signed his/her application.
- 4) Submit the “Application to Operate or Establish a Farmers Market” as follows:
- a. Attach all original vendor application packets as outlined above.
  - b. Attach a copy of the market’s Zoning Permit.
  - c. Attach a map indicating the planned location of each vendor’s stall.
  - d. Include the completed “List of Vendors.”
  - e. Sign the application and make copies of the entire submission for your files.
  - f. Submit the entire Application and all attachments in person or via mail to:

Baltimore City Health Department  
Environmental Inspection Services  
1001 E. Fayette St.  
Baltimore, MD 21202

## **II. BALTIMORE CITY HEALTH PERMITS**

A. Baltimore City Farmers Market Health Permit is NOT needed for the following:

- Raw agricultural products (unprocessed grains, flowers, herbs, nuts, uncut fruits, and uncut vegetables) directly from the farm on which they were produced.
- If the vendor already has a MD Producer Mobile Farmers Market License.
- If vendor sells value-added products that do not require a MD Producer Mobile Farmers Market License.
- If the vendor sells eggs under a MD Producer Mobile Farmers Market License.

B. Even if a vendor does not need a Farmers Market Health Permit (as stated above) each vendor must submit a Farmers Market vendor Application.

## **III. MARYLAND PERMITS**

The type of product sold will determine the type of permit needed from the State of Maryland. Please see the Processing and Selling Value Added Food Products in Maryland for a complete list of goods and the associated permits that are required.

### SECTION 3: RESOURCES FOR ESTABLISHING FARMERS MARKETS

City farmers market permits is one component to establishing a farmers market. Below are some key resources to help you address the key issues related to starting a new farmers market.

- [Starting a new Farmers' market in Maryland](#). Maryland Department of Agriculture.
- [Maryland Department of Agriculture Farmers Market Website](#)
- [Maryland Best Website](#): resource to find farmers, farmers markets and maps
- [Supplemental Nutrition Assistance Program \(SNAP\) at Farmers Markets: A How-To Handbook](#). Joint publication of the USDA Agricultural Marketing Service, USDA Food and Nutrition Service, and Project for Public Spaces, Inc.
- [Real food, real choice: Connecting SNAP recipients with Farmers markets](#). Joint publication with the Community Food Security Coalition & Farmers Market Coalition.
- [Farmers Market Coalition](#): A nonprofit that supports new and existing Farmers markets nationally, it has a resource library, listserv and many resources.
- [USDA Agriculture Marketing Services -Farmers Market Website](#): Training manuals and presentations on how to establish Farmers markets, grant opportunities and other resources
- [Community Food Project Evaluation Handbook and the Community Food Project Evaluation Toolkit](#): The toolkit has a chapter specifically on farmers markets evaluation survey tools. (\$40)
- [SNAP/EBT at your farmers market: Seven steps to success](#)
- Join [Market Share](#), a free resource from [MarketUmbrella.org](#)

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**APPENDIX: BALTIMORE CITY ZONING AND HEALTH DEPARTMENT  
FORMS**

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**Please fill in table below with all requested date(s) and time(s):**

**NO RAIN DATES**

Activities	Starting Date(s)	Ending Date(s)	Starting Time	Ending Time
Setup Date(s)				
Actual Date(s)				
Breakdown Dates(s)				

Not more than five event dates (consecutive or nonconsecutive) per application or location.

**Please list the name (and address or closest cross streets) of the PARK or PLAZA. Also include names of pavilions, gazebos, or specific area information for this event.**

Will any public street(s) need to be partially closed or blocked-off?     Yes                     No

Please describe requested street closures:

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Is your event open to the general public?                     Yes                     No

Is this the first time you are holding this event at this location?     Yes                     No

If this is not a new event, how does it differ from previous years? \_\_\_\_\_

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For new events: total number of expected participants (volunteers, walkers, etc.) and spectators anticipated:

Daily                    Overall Total

If applicable: Attendance totals for last event:                    Daily                    Overall Total

**FUNDING**

Has your organization received any outside funding or sponsorship for this event?     Yes     No

If yes, please explain in detail: \_\_\_\_\_

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**PUBLICITY**

How do you plan to publicize this proposed event (if available, attach a copy of publicity plan or flyer)?

\_\_\_\_\_  
\_\_\_\_\_

Will any signs, banners, or flyers be hung or posted (other than on stages/booths)?  Yes  No  
It is a violation of Baltimore City Ordinances to post or hang in any manner, directional markers, notices, or banners to any tree or lamp post.

Please describe the proposed location(s) of the signs, banners, etc. (attach a site plan if available):

\_\_\_\_\_  
\_\_\_\_\_

**EQUIPMENT**

**If you would like City Owned Equipment, please fill out the Application for City Services & Equipment and return it with this application.**

If you plan to bring equipment to your event, please fill out the information below.

Do you plan to erect temporary structures, such as stages, tents, displays, fences, etc.?

Yes  No

If yes, and you would like the City to provide, please completed the Application for City Services & Equipment.

If yes, and you are providing, please describe the size, number, capacity, etc. A site plan and/or drawing must be included showing the location of all items.

*Stages:* \_\_\_\_\_

*Tables:* \_\_\_\_\_

*Displays:* \_\_\_\_\_

*Tent:* \_\_\_\_\_

*Other:* \_\_\_\_\_

If a tent(s) will be erected::

Name of tent company:

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

If fencing will be erected:

Name of fence company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

List proposed dates for fencing construction and breakdown:

If a tent is over 400 square feet, please contact the Department of Housing and Community Development, Building Inspections, at 410.396.3470 for a permit.

Will any type of sound amplifying equipment or devices be used?  Yes  No  
If yes, please list the type of equipment and wattage:

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You must comply with all Baltimore City ordinances regarding acceptable noise levels. Sound and/or noise levels must not disturb visitors in the area or interfere with the normal operation of businesses in the vicinity. All music/amplified sound must end at 9:00 p.m. Please complete the Application for Temporary Noise Exemption.

Are you providing a generator as a power source?  Yes  No

Do you need the use of electricity (a fee may be assessed for this service)?  Yes  No

If yes, and you would like the City to provide, please complete the **Application for City Services and Equipment**.

If yes, and you are providing, please list operational needs:

Is a power source available at the proposed location?  Yes  No

If yes, is access available or will it have to be turned on (please explain)?  Yes  No

Please attach an electrical plan for your event.

Do you plan to provide musical entertainment?  Yes  No

If yes, please describe (big band, reggae, singer, etc.) and attach a copy of your program: \_\_\_\_\_

Do you plan to provide other entertainment?  Yes  No

If yes, please describe or attach a copy of your program: \_\_\_\_\_

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Do you plan to have animals onsite?  Yes  No

If yes, please list how many and the type of each animal. You must also list provisions that have been made for animal care, containment and waste removal. Please give a contact name and phone number: \_\_\_\_\_

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Pony rides are not permitted in parks/plazas.

Do you plan to have any amusement/mechanical rides, or amusement devices (moonbounce etc.)?

Yes  No

If yes, please explain and provide the name, address, and phone number for the amusement vendor:

Name of amusement company: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Any event with amusement/mechanical rides, or with children's amusement devices will be required to provide proof of liability insurance, naming the Mayor, the City Council, the Department of Recreation and Parks, and employees of the City of Baltimore as additional insured. **This document must be submitted to the BCRP Permits Office at least one month prior to the proposed event—no exceptions.**

The certificate of insurance must state the following: "The Mayor and City Council of Baltimore City, and Employees of the City of Baltimore are named as additional insured for (insert name of event) on (list event dates including starting setup date through ending breakdown date) to be held at (insert event location)". **Note: Your personal or organizational homeowners/renters insurance will not cover this.**

**FINANCIAL TRANSACTIONS**

Will an admission, registration, or membership fee be charged?  Yes  No  
 If yes, please explain the type of fee, amount, purpose, and parties that will receive the proceeds:  
 \_\_\_\_\_  
 \_\_\_\_\_

Will donations/contributions be accepted or solicited during this festival?  Yes  No  
 If yes, please explain how these donations will be generated or solicited:  
 \_\_\_\_\_  
 \_\_\_\_\_

List all parties who will receive the proceeds from the donations or contributions:  
 \_\_\_\_\_  
 \_\_\_\_\_

If this event will generate proceeds, funds or donations, you must include proof of nonprofit status (e.g.501(c)3 Tax-Exempt Recognition from the IRS or MD Dept. of Assessments and Taxation).

Do you plan to have a money/prize wheel, raffle, bingo, etc.?  Yes  No  
 If yes, list the type of activity and the licensee for each type: \_\_\_\_\_  
 \_\_\_\_\_

**A permit is required by law. Please contact BCPD at 410.396.2130 at least six weeks in advance.**

**FOOD AND MERCHANDISE**

A food permit will be required if food/refreshments are served. There is a fee for this permit. The Temporary Food Permit can be found in our Application Packet on our website or the Health Department website. Please contact BCHD Food Permits desk at 410.396.4544. MD State sales tax must be collected for all food/merchandise sold at public events. Please contact the State of MD Comptroller’s Office for more information. All vendors are required by law to have proper licenses and/or permits displayed onsite during the event dates. Failure to produce or display proper permits and/or licenses upon request will result in the immediate suspension/closure of the activity/vendor.

Do you plan to sell, distribute/giveaway food/refreshments and/or merchandise?  
 Yes (sell)  Yes (distribute/giveaway)  No

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

If yes for merchandise, how many tents or tables will be setup? \_\_\_\_\_  
 If yes for food/refreshments, how many tents or tables will be setup? \_\_\_\_\_  
 An attached list of your food and merchandise vendors with contact information is required.

Will gas grills, propane stoves, or similar devices be used?  Yes  No  
 You must provide appropriate safety equipment (fire extinguishers, etc.). Open burning, ground fires, and disposal of oil/grease onto Baltimore City property are prohibited. Grease/oil must be kept and disposed of in a proper manner. You are liable for damage caused by improper grease/oil dumping.

Do you plan to serve or sell beer or wine?  Yes  No  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

A liquor license is required through the Liquor License Commissioner’s Office at 410.396.4377. You must also arrange for on-duty police officers through BCPD, Special Events/Overtime Unit at 410.396.2597. The necessary number of officers for your event will be determined by a review of your Special Event application. The sale and consumption of beer and/or wine during the operational hours of your event must be in a contained area (e.g. beer garden).

**WASTE REMOVAL** If you would like City services or equipment, please fill out the **Application for City Services and Equipment**.

How many portable toilets are you providing and where will they be set up? \_\_\_\_\_

Delivery Date \_\_\_\_\_ Removal Date \_\_\_\_\_

Provide the name/contact of the company: \_\_\_\_\_

You must provide one portable toilet for every 125 people in attendance if food and beverages will be available at the event. If no food or beverages are available, you must provide one portable toilet for every 250 people in attendance. Portable toilets must be fully accessible to persons with disabilities, in compliance with the Americans with Disabilities Act (ADA). **Note: These services are not provided by the City of Baltimore. You are responsible for providing these services.**

How do you plan to remove garbage/refuse? List the name and phone number for the person responsible for cleanup (cleanup committee head). **Note: Failure to properly clean site will result in loss of security deposit.**

Do you require trash receptacles, dumpster(s), or load packer(s) from the City?  Yes  No

If yes, complete the **Application for City Services and Equipment**.

Attach a site plan for placement of trash receptacles, dumpsters, load packers and recycling bins.

**PARKING AND TRAFFIC CONTROL**

What is your plan to provide parking for event attendees? **Provide a site plan for parking.**

What is your plan to provide parking for volunteers, staff, VIP's during the event? **Provide copies of parking passes.**

What is your plan to provide handicapped parking provisions?

Who will be providing traffic control for parking and/or pedestrian access to your event?

Provide name/contact information: \_\_\_\_\_

Will you be promoting public transportation access to your event?  Yes  No

Do you need information regarding public transportation access?  Yes  No

**SECURITY AND EMERGENCY PROVISIONS**

What are your plans for providing security and crowd control?

Name of security firm and contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

What are your plans for providing emergency medical services? \_\_\_\_\_

Please provide copies of security and EMS contracts and attach a copy of bonding and insurance for each.

## FIRE DEPARTMENT

### Tent Inspection

Will you have tents?  Yes  No

Will any of the tents be 400sq. ft. or larger?  Yes  No

If the answer to both of these questions is yes, the Fire Department will need to inspect your tents(s) for fire safety and egress. There is a \$150.00 one time inspection fee and not a per-tent fee. Usually, the company supplying the tent will ensure this inspection occurs. As the event coordinator, you need to check and see if this is included in the tent vendor's responsibility and if they are paying the fee.

### Fire Marshall

The Fire Marshall will review your maps and plans to make sure you have emergency access (20 feet wide). For certain events the Fire Marshall will attend and ensure requirements are being met. *There is an hourly fee of \$55.00*

### Fire Inspection

All events must maintain access for emergency vehicles (20 feet clear) and may not block fire hydrants. Open burning is prohibited. Fire Department conditions may include the following (Fire Department staff will check the following additional requirements that will apply to this event).

- Must provide a portable fire extinguisher at each booth used for cooking. (2A-10BC for cooking and warming. Class K for deep fat fryers or any appliances using animal fat, vegetable oil or fat).
- Propane tanks must be properly secured.
- Must obtain a tent permit from the Fire Department, if over 400 square feet.
- Must provide a portable fire extinguisher
- Must provide a detailed floor plan of the tent showing the location of fire extinguishers, exit signs emergency lighting units.
- Must contact the public assembly office for final approval.

### EMS Personnel

The Fire Department EMS personnel will work with you to determine the best way to handle emergency services.

1. How do you propose to accommodate health related emergencies? Check what applies
  - Requesting Baltimore City provide EMS (ambulance and crew). There is a fee for this service
  - This is a small event and we will call 911 if needed.
  - Using private EMS or other Health Services

2. If private EMS or other Health Services are to be provided, please fill out the information below.

Private Ambulance or Health Care Institution (number and type of services)

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Description of Service \_\_\_\_\_

Company, Contact and ID Number \_\_\_\_\_

There is an hourly fee for Fire Department Services.

## CONDITIONS OF YOUR APPLICATION

Submitting this SPECIAL EVENT application does not provide permission to conduct your planned event. If the date(s) and/or location(s) requested is not available or if the location requested is not an approved site to conduct your proposed event, you will be contacted by the City and alternative arrangements will be suggested or made. Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the festival. **Please do not send out notices, publicity, flyers, and other media prior to receiving confirmation.**

If this event will generate proceeds, funds, or donations, **you must provide proof of your organizations nonprofit status** with this application (e.g. 501(c) 3) tax-exempt recognition from the Internal Revenue Service, MD State Department of Assessments and Taxation, or a copy of the page from the Baltimore City Community Organization Directory with your organization listed.

All fees, security deposits, agency reimbursement costs (e.g. security, traffic control, electrical, cleanup, etc.), and/or additional documents (e.g. site plans, proof of liability insurance, nonprofit status, etc. if required), must be paid and/or received before your permit can be issued).

Return this application and all the items you have checked to:

DEPARTMENT OF GENERAL SERVICES, 1<sup>ST</sup> Floor Permit Section  
200 HOLLIDAY STREET  
BALTIMORE, MD 21202

Or

DEPARTMENT OF RECREATION AND PARKS PERMIT OFFICE  
3001 EAST DRIVE  
BALTIMORE, MD 21217  
OR

If your event is canceled or postponed, please notify the permit office immediately.

410.396.6003/6-7070  
Monday through Friday  
10:00 a.m. to 4:00 p.m.

**Thank you for your permit application.**

**We look forward to working with you to ensure your event's success.**

**CANCELLATION/REFUND POLICY:** Written notification of intent to cancel the event must be received in writing 30 days prior to the proposed event date(s) to be considered for a refund. It should be received by the Permit Office and will be accepted in person, by mail to the addresses above, by email to [specialevents@baltimorecity.gov](mailto:specialevents@baltimorecity.gov) or mailed to the Permit Office, Lobby, 200 Holliday Street, Baltimore, MD 21202. For Park Permits email [parkpermits@baltimorecity.gov](mailto:parkpermits@baltimorecity.gov) or fax 410.662.7158.

### PLEASE SIGN AND DATE

1. I certify that all of the information included above or submitted under separate cover is true and accurate to the best of my knowledge.
2. I read, understood, and agree to the Baltimore City Special Event Guidelines and any rules or regulations described in the documents or in my completed Special Event application.
3. By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the rules and regulations of the City of Baltimore, especially those rules and regulations pertaining to permits.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Ward ..... MAYOR AND CITY COUNCIL OF BALTIMORE Permit No. ....  
Sec..... DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT Dist No. ....  
Blk..... PERMITS AND CODE ENFORCEMENT Date Issued.....  
Lot..... 417 E. Fayette Street, Rm 100, Baltimore, MD 21202

TEMPORARY SPECIAL EVENT PERMIT APPLICATION  
THE \$50 FILING FEE MUST BE SUBMITTED WITH APPLICATION

Official Designation: \_\_\_\_\_  
DO NOT WRITE ABOVE THIS LINE

PROPERTY ADDRESS .....  
K/A .....  
OWNER ..... Address ..... Phone .....  
LESSEE/AGENT ..... Address ..... Phone .....  
PRIME CONTRACTOR ..... Phone ..... Lic. No. ....  
ELECTRICAL CONTRACTOR ..... Phone..... Lic. No. ....

DATE(S) OF EVENT ..... TIME OF EVENT.....  
SQUARE FOOTAGE OF AREA THAT WILL BE USED FOR EVENT .....

CHECK OR RESPOND TO ALL THAT APPLY

WILL FUNDS BE RAISED?  YES  NO

ARE ALL PROCEEDS FROM THE EVENT STRICTLY FOR A RELIGIOUS OR CHARITABLE ORGANIZATION?  YES  NO

IS THIS A SHORT TERM EVENT?  YES  NO OR AN ANNUAL EVENT?  YES  NO

WILL FOOD BE SERVED?  YES  NO

WILL LIQUOR, BEER OR WINE BE SERVED?  YES  NO

WILL A STRUCTURE(S) BE CONSTRUCTED FOR THE EVENT?  YES  NO IF YES, HOW MANY STRUCTURE(S) .....

IF YES, WHAT TYPE OF STRUCTURE(S) (TENT, STAGE, BOOTH, ETC.) .....

SQUARE FOOTAGE OF STRUCTURE(S).....

TEMP WIRING: NUMBER KW TO BE USED ..... NUMBER AMUSEMENT DEVICES .....

TYPE OF EVENT

- BAZAAR  CARNIVAL  CIRCUS  DANCE  DISPLAY  EXHIBITION  FAIR  LECTURE  MOVIE OR VIDEO  
 PLAY  RUMMAGE SALE  SPORTING EVENT  SUPPER  OTHER ASSEMBLY

IF OTHER ASSEMBLY PLEASE DESCRIBE EVENT .....

CUSTOMER: ADDITIONAL INFORMATION ABOUT EVENT: .....

ZONING COMMENTS/REQUIREMENTS: .....

The owner of the above-described property hereby approved this application and agrees to comply with all ordinances of the Mayor and City Council of Baltimore and to do no work not specifically covered by this application.

"I declare under penalties of perjury that this application, including any accompanying plans, specifications, etc. has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of the work to be covered by this application. I also declare that I am the owner or have specific approval of the owner to act as agent for this application."

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature of Owner or Authorized Agent Print Name

ADDRESS: \_\_\_\_\_  
Print Number and Name of Street City State Zip Code Phone

E-MAIL ADDRESS: \_\_\_\_\_

PERMIT FEES (TO BE COMPLETED BY OFFICE STAFF ONLY)

EVENT	
MISCELLANEOUS CONSTRUCTION	
MISCELLANEOUS	
AMUSEMENT DEVICES	
TEMP WIRING	
	TOTAL FEES \$
	5% TAX
	FILING FEE
	TOTAL \$

ZONING APPROVAL \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_

SUPERINTENDENT BUILDING INSPECTION APPROVAL NEEDED:  YES  NO

SUPERINTENDENT BUILDING INSPECTION:  APPROVED  DENIED

APPROVED  
 Michael Braverman  
 Building Official  
 Permits and Codes Enforcement

PER: \_\_\_\_\_

DATE: \_\_\_\_\_



# BALTIMORE CITY HEALTH DEPARTMENT

## Environmental Inspection Services

1001 E. FAYETTE STREET  
BALTIMORE, MARYLAND 21202

Office (410) 396-4424  
Fax (410) 396-5986



### APPLICATION TO OPERATE OR ESTABLISH A FARMERS MARKET

Please Print

CHECK ONE:  NEW FARMERS MARKET!  ANNUAL RENEWAL FOR EXISTING MARKET

MARKET NAME:

MARKET LOCATION: BALTIMORE, MD 212 \_\_\_\_

MANAGER NAME:

MANAGER ADDRESS:

STREET

CITY/STATE

ZIP

MANAGER E-MAIL ADDRESS:

TELEPHONE:

THE MARKET WILL OPERATE FROM \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ON THE FOLLOWING DAYS (circle all that apply) S M T W TH F S

AT THE FOLLOWING TIME FROM \_\_\_\_ : \_\_\_\_ AM TO \_\_\_\_ : \_\_\_\_ (CIRCLE ONE) AM PM

#### REVIEW EACH VENDOR APPLICATION PACKET AND ENSURE THE FOLLOWING:

INITIAL

ALL VENDORS WHO WILL OPERATE IN THE MARKET HAVE COMPLETED A VENDOR APPLICATION.

ALL VENDORS APPLICATIONS INCLUDE COMPLETED MENU FORMS.

ALL REQUIRED PERMIT FEES ARE INCLUDED & CHECKS/MONEY ORDERS ARE MADE PAYABLE TO "DIRECTOR OF FINANCE."

ALL VENDORS WHO REQUIRE HACCP PLANS HAVE INCLUDED THEM WITH THEIR APPLICATION.

EACH VENDOR HAS SIGNED HIS/HER APPLICATION.

#### IN SUPPORT OF MY APPLICATION:

INITIAL

I HAVE ATTACHED ALL ORIGINAL AND COMPLETE VENDOR APPLICATION PACKETS.

I HAVE ATTACHED A COPY OF THE MARKET'S ZONING PERMIT.

I HAVE ATTACHED A MAP OF THE MARKET INDICATING THE LOCATION OF EACH VENDOR'S STALL.

I HAVE INCLUDED THE LIST OF ALL VENDORS WHO WILL BE PARTICIPATING IN THE FARMERS MARKET.

I HAVE SIGNED BELOW AND MADE A COPY OF THE ENTIRE APPLICATION FOR MY FILES.

**I CERTIFY THAT I HAVE CAREFULLY REVIEWED EACH VENDOR APPLICATION AND THAT THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

MANAGER NAME (please print)

MANAGER SIGNATURE

DATE

#### OFFICE USE ONLY

Date Received

Approved By

Date Approved





**BALTIMORE CITY HEALTH DEPARTMENT**  
**Environmental Inspection Services**  
 1001 E. FAYETTE STREET  
 BALTIMORE, MARYLAND 21202



Office (410) 396-4424  
 Fax (410) 396-5986

**FARMERS MARKET VENDOR APPLICATION**

Please Print

This form must be completed and submitted by all vendors even if a permit is not required.

**I AM REQUIRED TO OBTAIN A FARMERS MARKET FOOD PERMIT:**

PLEASE ISSUE ME A FARMERS MARKET FOOD PERMIT – MY FOOD LICENSE RISK PRIORITY IS:

HIGH – \$520.00 Fee Required     MODERATE – \$285.00 Fee Required     LOW – \$65.00 Fee Required

I ALREADY HAVE A FARMERS MARKET FOOD PERMIT FOR THIS YEAR (provide Market Name and Permit information below)

MARKET NAME/LOCATION: \_\_\_\_\_

PERMIT/LICENSE NUMBER : \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I AM NOT REQUIRED TO OBTAIN A FARMERS MARKET PERMIT BECAUSE:**

I SELL ONLY RAW AGRICULTURAL PRODUCTS DIRECTLY FROM THE FARM ON WHICH THEY WERE PRODUCED

I SELL ONLY VALUE-ADDED PRODUCTS THAT DO NOT REQUIRE A MARYLAND PRODUCER MOBILE FARMER'S MARKET LICENSE

I ALREADY HAVE A VALID MARYLAND PRODUCER MOBILE FARMER'S MARKET LICENSE (provide State License information below)

LICENSE NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MARKET NAME:**

MARKET LOCATION: \_\_\_\_\_ BALTIMORE, MD 212 \_\_\_\_

**VENDOR NAME:**

VENDOR ADDRESS:

STREET \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

VENDOR E-MAIL ADDRESS: \_\_\_\_\_ VENDOR TELEPHONE: \_\_\_\_\_

STALL NAME (complete only if name is different than your vendor name): \_\_\_\_\_ TYPE OF VENDOR (i.e., fruit/vegetable; dairy; herbs, etc.): \_\_\_\_\_

I WILL PARTICIPATE IN THE MARKET FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

ON THE FOLLOWING DAYS (circle all that apply)    S   M   T   W   TH   F   S

**I HAVE ATTACHED THE FOLLOWING DOCUMENTS IN SUPPORT OF MY APPLICATION:**

	YES	N/A
MENU		
APPROVED HAZARDOUS ANALYSIS CRITICAL CONTROL POINT (HACCP) PLAN		
\$185.00 - PERMIT FEE CHECK OR MONEY ORDER MADE PAYABLE TO "DIRECTOR OF FINANCE"		

**I CERTIFY THAT I WILL PREPARE, SELL OR OTHERWISE OFFER ONLY PRODUCTS FROM APPROVED SOURCES AND THAT ALL INFORMATION IN THIS APPLICATION AND ITS ATTACHMENTS IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

VENDOR NAME (please print) \_\_\_\_\_ VENDOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY

Date Received	Approved By	Date Approved	Permit #

