



**RESTAURANT TEMPORARY OUTDOOR SEATING AREA  
 (RTOSA)/RESTAURANTS WITH USE & OCCUPANCY FOR  
 OUTDOOR SEATING REVISION PERMIT PROCESS**

**YOU MUST HAVE A CURRENT USE & OCCUPANCY PERMIT  
 FOR OUTDOOR SEATING OR A RTOSA PERMIT  
 TO APPLY FOR A REVISION OR EXTENSION.**

To request a revision or extension to the RTOSA Permit or to revise a current Use & Occupancy Permit for outdoor seating, email a written narrative to [RTOSAePlan@co.pg.md.us](mailto:RTOSAePlan@co.pg.md.us) as follows:

- Attach a pdf or Word document, preferably on company letterhead, to the email.
- Provide the RTOSA or Use & Occupancy Permit number and business address.
- Provide the RTOSA or Use & Occupancy applicant's name and email address.
- Provide a brief reason for the revision *i.e.*, extending the permit and adding a 20' x 30' tent with 2 propane heaters. List the names of the files/drawings/sketches being uploaded, if applicable.
  - If adding tents, indicate the manufacturer's flame retardation specifications/certification, tent size(s), number of tents and location of tents;
  - If adding heating elements, indicate the manufacturer's specifications, number of heating elements and location of heating elements.
- Provide a new letter of authorization from the property owner (signed/dated).
- Provide any additional changes (contacts, add use, address, etc.), if applicable.

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**\* Only the current applicant or property owner can apply for a post-issuance revision or extension.**

**\*\* It is the applicant's responsibility to comply with municipal, homeowner, civic association, State and local covenants/requirements.**

**Contact:**

For information or assistance with the RTOSA post-issuance revision, contact DPIE Engineer Maher Mirza at [MMirza@co.pg.md.us](mailto:MMirza@co.pg.md.us) or 301-883-5854.



**Prince George's County**  
Department of Permitting, Inspections  
and Enforcement  
**PERMITTING AND LICENSING DIVISION**  
**Permitting Center**

9400 Peppercorn Place, 1<sup>st</sup> Floor  
Largo, Maryland 20774  
(301) 883-5900 ♦ FAX: (301) 883-7138



## **RESTAURANT TEMPORARY OUTDOOR SEATING AREA (RTOSA)/RESTAURANTS WITH USE & OCCUPANCY FOR OUTDOOR SEATING REVISION CHECKLIST**

- Submit a RTOSA or Use & Occupancy Revision written narrative with required permit information/documents/drawings/sketch to [RTOSAePlan@co.pg.md.us](mailto:RTOSAePlan@co.pg.md.us)
- Submit a new letter of authorization from the property owner (signed/dated)
- Review and follow the NFPA Fact Sheet via the website and points below (if adding tent/heating): [https://www.nfpa.org/-/media/Files/Code-or-topic-fact-sheets/NFPA\\_1\\_Outdoor\\_Heaters\\_Fact\\_Sheet.ashx](https://www.nfpa.org/-/media/Files/Code-or-topic-fact-sheets/NFPA_1_Outdoor_Heaters_Fact_Sheet.ashx)
- Review electric or gas heater requirements:
  - UL listed for *outdoor use* and used in strict accordance with the manufacturer's instructions.
  - Electric heaters must be plugged into an installed AC power source and cannot be used with extension cords or power strips.
  - Propane heaters cannot produce open flames. Flames must be contained or protected.
  - Propane heaters must have a thermocouple device that shuts off the gas if the flame goes out.
  - Propane heaters must have wide based anti-tilt design.
  - Propane heaters cannot be used in any tent or other enclosed space.
  - Propane tanks must be used and stored in accordance with NFPA 58 — The Liquefied Petroleum Gas Code and NFPA 1.
  - Adding an outlet or altering the building's electrical arrangement would require an electrical permit.
  - Heaters may not be attached to or hung from the building.

**\* Submission of this checklist with the RTOSA Post-Issuance Revision written narrative to [RTOSAePlan@co.pg.md.us](mailto:RTOSAePlan@co.pg.md.us) is confirmation that applicant has read and complied with the items on the checklist.**

**Contact:**

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