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**Department of  
Public Works**

Bryan Bokey, PE  
Director  
[ccdpw@carrollcountymd.gov](mailto:ccdpw@carrollcountymd.gov)  
Phone: 410-386-2248  
Fax: 410-876-2431

**Special Events Electrical Inspection and Responsibility Form**

A licensed electrician shall file an electrical application for all electric associated to the operation for the listed carnival, festival or similar event. This shall include all temporary tents/structures, amusement rides and associated trailers used for the event.

The electrician shall evaluate and inspect all existing and temporary electrical wiring associated with the event. The following form shall be completed and be provided to the inspector at time of inspection. The electrician shall **schedule the required inspection prior to the event.**

Permit Number: EO- \_\_\_\_\_ - \_\_\_\_\_ District: \_\_\_\_\_

Event Name: \_\_\_\_\_ Address: \_\_\_\_\_

The evaluation process shall include, but not limited to, all items listed below in association with this project.

\_\_\_\_\_ Verify that all electric panels have the proper covers and there are no open holes in the box or cover.

\_\_\_\_\_ Verify that all light bulbs are protected from physical damage.

\_\_\_\_\_ Ensure that all cords and cables, where accessible to the public, are covered by non-conductive matting.

\_\_\_\_\_ All panel boxes, fuse boxes, portable distribution boxes, etc. must be kept locked.

\_\_\_\_\_ Ensure all generators, rides, and equipment have proper grounding.

\_\_\_\_\_ Verify that GFCI protection is installed and working properly in all required locations.

\_\_\_\_\_  
Master Electrician (Signature)

\_\_\_\_\_  
Master Electrician (Print)

\_\_\_\_\_  
Carroll County License Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization President (Signature)

\_\_\_\_\_  
Organization President (Print)

**Note:** Electrician shall submit on company letterhead, list all items that were found to be in noncompliance and the repairs that were completed.