



DIVISION OF  
**ENGINEERING & CONSTRUCTION MANAGEMENT**  
 PLAN REVIEW | PERMITTING | ENGINEERING | CONSTRUCTION

## TOWN BUILDING PERMIT APPLICATION

County Permit # \_\_\_\_\_

Application Date: \_\_\_\_\_

Town Permit # \_\_\_\_\_

<b>JOB LOCATION</b>		<b>PARCEL</b>	<b>MAP</b>	<b>ZONING</b>
<b>TYPE OF IMPROVEMENT</b> (DWELLING, DETACHED GARAGE, DECK, FINISH BASEMENT, REMODEL, ETC.)			<b>LOT SIZE – ACREAGE</b>	
<b>PROPERTY OWNER INFORMATION</b>				
<b>PROPERTY OWNER(S)</b>			<b>TELEPHONE</b>	
<b>PROPERTY OWNER(S) ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>APPLICANT INFORMATION</b>				
<b>APPLICANT/OWNER REPRESENTATIVE</b>			<b>TELEPHONE</b>	
<b>APPLICANT/OWNER REPRESENTATIVE ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>CONTRACTOR INFORMATION</b>				
<b>CONTRACTOR'S NAME</b>			<b>TELEPHONE</b>	
<b>CONTRACTOR'S ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>CONTRACTOR'S MD STATE HOME BUILDER'S LICENSE NO.</b> HB-		<b>CONTRACTOR'S HOME IMPROVEMENT LICENSE NO.</b> MHIC-		
<b>VALUATION OF PROJECT: \$</b> _____		<b>BUILDING PERMIT FEE \$</b> _____		<b>EXCISE TAX FEE \$</b> _____
<b>RESIDENTIAL CONSTRUCTION</b>				
<b>TOTAL FINISHED SQUARE FOOTAGE</b> (ALL HABITABLE SPACE*) (*AREA FOR LIVING, EATING, SLEEPING, COOKING)		<b>TOTAL UNFINISHED SQUARE FOOTAGE</b> (BASEMENT, PORCH/DECK, GARAGE, ETC.)		
<b>DETAILED DESCRIPTION OF RESIDENTIAL CONSTRUCTION</b>				
<p><b>EXAMPLE:</b> TWO STORY DWELLING, FULL UNFINISHED BASEMENT WITH ROUGH-IN FULL BATH, TWO-CAR ATTACHED GARAGE ON SLAB WITH FINISHED AREA ABOVE, WOODBURNING FIREPLACE IN FAMILY ROOM. DIRECT VENT GAS FIREPLACE IN LIVING ROOM, REAR DECK WITHOUT ROOF, COVERED FRONT PORCH</p>				

80 West Baltimore Street | Hagerstown, MD 21740-6003 | P: 240.313.2460 | TDD: 711

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<b>FOUNDATION SIZE:</b>	<b>GARAGE/SHED/CARPORT SIZE:</b>	<b># OF BEDROOMS:</b>	<b>PUBLIC: EXISTING/PROPOSED</b> Water                      Sewer	<b>TYPE OF HEAT:</b> ___ Elec                      Oil Natural Gas                      Propane
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<b>EXTERIOR FINISH:</b>	<b>PORCH/DECK SIZE:</b>	<b>BATHROOMS:</b> ___ Full ___ Half	<b>PRIVATE: EXISTING/PROPOSED:</b> ___ Well                      Septic	<b>AIR CONDITIONING:</b> Y ___ N
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<b>ROOF TYPE:</b>  TRUSS  RAFTER	<b>CRAWL SPACE:</b> ___ YES"      NO 'SLAB ON GRADE YES      NO	<b>AREA ABOVE GARAGE?</b> ___ YES      NO
	<b>BASEMENT:</b> YES                      NO	<b>IF YES – FINISHED      UNFINISHED</b>
	<b>IF UNFINISHED WILL THERE BE A ROUGH-IN BATH?</b> ___ YES NO	<b>SQUARE FOOTAGE:</b> _____ SQ. FT.
	<b>EXIT FROM BASEMENT:</b> WALK-OUT      BILCO      WINDOW      WELL	<b>OCCUPIED AS:</b> OFFICE      BEDROOM      STORAGE
		<b>OTHER:</b> _____

**COMMERCIAL CONSTRUCTION**

**DETAILED DESCRIPTION OF COMMERCIAL CONSTRUCTION:**

**EXAMPLE:** CONSTRUCTION OF A 40X60 POLE BUILDING FRAME CONSTRUCTION WITH PREENGINEERED TRUSSES WITH GRAVEL BASE FOR COMMERCIAL STORAGE OF SUPPLIES FOR PROPOSED NURSERY

<b>EXISTING USE:</b>	<b>PROPOSED USE:</b>
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<b>FOUNDATION SIZE:</b>	<b>PUBLIC: EXISTING/PROPOSED</b> ___ Water  Sewer	<b>PRIVATE: EXISTING/PROPOSED</b> ___ Well ___ Septic	<b>TYPE OF HEAT:</b> Electric Gas Oil
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<b>STORIES ABOVE GRADE:</b>	<b>STORIES BELOW GRADE:</b>	<b>TOTAL STORIES:</b>	<b>SPRINKLER PROVIDED:</b> ___ YES ___ NO ___ PARTIAL
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**TOTAL SQUARE FT.**

\_\_\_\_\_ 1<sup>st</sup> Floor      \_\_\_\_\_ 2<sup>nd</sup> Floor      \_\_\_\_\_ 3<sup>rd</sup> Floor      \_\_\_\_\_ 4<sup>th</sup> Floor      \_\_\_\_\_ 5<sup>th</sup> Floor      \_\_\_\_\_ 6<sup>th</sup> Floor

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

\_\_\_\_\_  
**Date**

**TOWN ZONING INFORMATION**

	<b>Proposed</b>	<b>Minimum Required</b>
<b>Lot Tract Area</b>		
<b>Lot Area Per Family</b>		
<b>Lot Width</b>		
<b>Front Yard Setback</b>		
<b>Rear Yard Setback</b>		
<b>Left Side Setback</b>		
<b>Right Side Setback</b>		
<b>Zoning District</b>		
<b>Special Conditions:</b>		

The accuracy and correctness of property boundaries shown and measurements provided for this application are the sole responsibility of the applicant/property owner and the town will not be held responsible for any inaccurate or incorrect information.

Approval Granted By: \_\_\_\_\_ Date \_\_\_\_\_  
Town Zoning Administrator

Approval Granted By: \_\_\_\_\_ Date \_\_\_\_\_  
Planning and Zoning Representative