Gaithersburg
A CHARACTER COUNTS! CITY

PLANNING AND CODE ADMINISTRATION

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877 · Telephone: (301) 258-6330 · Fax: (301) 258-6336
plancode@gaithersburgmd.gov · www.gaithersburgmd.gov

FOUNDATION PERMIT APPLICATION

All information must be complete to initiate processing of application

SUBJECT PROPERTY

Street Address _____

APPLICANT

Business Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

OWNER

Business Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

DEVELOPER

Business Name _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

ARCHITECT

Business Name _____ MD Registration No. _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

M/E/P ENGINEER

Business Name _____ MD Registration No. _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

STRUCTURAL ENGINEER

Business Name _____ MD Registration No. _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

GENERAL CONTRACTOR

Business Name _____ License *(copy required)* _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PERMIT TYPE (check one only) ☐ New Building ☐ Addition

Is Slab Included? ____ Number of Buildings ____

WORK DESCRIPTION

PROJECT DETAIL INFORMATION

Is the Building Publically Owned? ____ Is the Building Sprinklered? ☐ Yes ☐ No ☐ Partially

Construction Type ____ Use Group _____ Stories Above Grade ____ Stories Below Grade ____ Building Height ____

Approved Site Plan Number _____ Site Permit Number _____

SQUARE FOOTAGE

_____ Total square footage Foundation (do not leave blank)

_____ Total square footage Slab (do not leave blank)

_____ Total Cost of Improvement (do not leave blank)

Applicant's Signature _____ **Date** _____

SUBMISSION REQUIREMENTS

☐ Two (2) hard copy sets, One (1) digital set (DWF preferred) or PDF of construction plans

☐ One (1) Geotechnical Report, original signed, sealed document