Gaithersburg
A CHARACTER COUNTS! CITY

PLANNING AND CODE ADMINISTRATION

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SHED PERMIT APPLICATION

All information must be complete to initiate processing of application

SUBJECT PROPERTY

Street Address _____

PROPERTY OWNER

Name _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Home _____ Cell _____

E-mail Address _____

CONTRACTOR ☐ Same as above **Maryland State Law No. 09.08.01.08 requires that home improvement contractors must obtain all required building permits. If homeowner applies for the permit, then the homeowner assumes all responsibility for the work being in compliance with all codes.**

Business Name _____ MHIC License No. _____

Primary Contact _____

Street Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____

E-mail Address _____

PERMIT TYPE ***(check one only)*** ☐ NEW ☐ ALTERATION ☐ ADDITION

PROPERTY TYPE: ☐ TOWNHOUSE ☐ SINGLE FAMILY

WORK DESCRIPTION (dimensions and materials)

PROJECT DETAIL INFORMATION

_____ Total square footage of Shed (do not leave blank)

_____ Total Cost of Construction (do not leave blank)

Is the shed pre-fabricated? ☐ Yes ☐ No Setback _____ Shed Height _____

Applicant's Signature _____ **Date** _____

SUBMISSION REQUIREMENTS:

- Construction drawings: One (1) hard copy, One (1) digital copy DWF (preferred) or PDF
- Set of Elevations: One (1) hard copy, One (1) digital copy DWF (preferred) or PDF
- One (1) digital copy of site plan/ house location plat with shed drawn to scale
- Digital copy of Homeowner Association letter of approval (if applicable)
- If the project includes electrical work, a separate permit is required.
- If the shed is larger than 120 square feet, must show footing location on the plans.