

PLANNING AND CODE ADMINISTRATION

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

NEW RESIDENTIAL BUILDING PERMIT APPLICATION

All information must be complete to initiate processing of application

SUBJECT PROPERTY

Street Address

Lot Number

Block Number

Model Name

Elevation Name/Number

Color Package Name/Number

Total Work Area in Square Feet

(DO NOT leave blank)

Total Construction Cost

(DO NOT leave blank)

APPLICANT

Business Name (if applicable)

Primary Contact's Name

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

PROPERTY OWNER

Individuals/Business/Corporation Name (if applicable)

Primary Contact's Name

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

ARCHITECT

Business Name (if applicable)

License Holder's Name

MD License Registration No.

Primary Contact's Name

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

ENGINEER

Business Name (if applicable)

License Holder's Name

MD License Registration No.

Primary Contact's Name

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

GENERAL CONTRACTOR (Home Builder License Required for New Residential Construction)

Business Name (if applicable)

MD Home Builders License No.

Primary Contact's Name

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

ELECTRICAL CONTRACTOR (Must hold an Electrician's Registration with the City of Gaithersburg)

Business Name (if applicable)

Master Electrician's Name

City Registration No.

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

MECHANICAL CONTRACTOR

Business Name

License Holder's Name

HVACRC License No.

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

PERMIT TYPE (check only one):

SINGLE FAMILY

TOWNHOUSE

STACKED (2/2 CONDO)

DUPLEX

PERMIT INCLUDES THE FOLLOWING (check all that are applicable):

Detached Garage

Attached Garage

Shed

Deck

Fence

Other

PROJECT DETAIL INFORMATION

Stories Above Grade

Stories Below Grade

Construction Type:

V-A

V-B

Electrical Service Amperage:

Up to 200 Amps

Over 200 Amps

Approved Model Home Plan Number

(DO NOT leave blank)

Staff Approval or Final Site Plan Number

(DO NOT leave blank)

Issued Site Plan Number

(DO NOT leave blank)

Applicant's Signature

Date

SUBMITTAL REQUIREMENTS

The following items are required when the application for permit is submitted:

1. Completed application form
2. Construction Drawings: Digital Plans (PDF Required); Plans should Include Structural, Architectural, Elevations, Mechanical, Energy Requirements/Calculations, and Site Plan/Location Plat
3. WSSC Service Connection Authorization
4. Soil Certification
5. Impact Tax Receipt

*** If the applicant is not the homeowner, builder, or contractor (or their representative), an authorization letter must be submitted.**