

**PLANNING AND CODE ADMINISTRATION**

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877 · Telephone: (301) 258-6330 · Fax: (301) 258-6336

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**DECK PERMIT APPLICATION**

*All information must be complete to initiate processing of application*

**SUBJECT PROPERTY**

Street Address

**APPLICANT**

Business Name (if applicable)

Primary Contact

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

**PROPERTY OWNER**

Name

Street Address

City

State

Zip Code

Phone Numbers: Work

Home

Cell

Email Address

**CONTRACTOR** Same as Property Owner

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 (if applicable)

MHIC License No.

Primary Contact

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

**PERMIT TYPE**

NEW

ALTERATION

ADDITION

**WORK DESCRIPTION**

**PROJECT DETAIL INFORMATION**

Total square footage of Deck **(DO NOT leave blank)**

Total Cost of Construction **(DO NOT leave blank)**

Is the basement finished?      Yes      No      Setback

Use Group:      Condo      Single Family      Townhouse

Number of Levels      **(DO NOT leave blank)**

Feet Above Grade      **(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. One (1) digital set of construction drawings (PDF preferred),
3. One (1) digital set of elevations (PDF preferred),
4. One (1) digital copy of site plan/house location plat with deck drawn to scale (PDF preferred),
5. Digital copy of Homeowners Association Letter of approval (if applicable),
6. Application/Plan Review Fee

**\*If the project includes electrical or mechanical work a separate permit is required.\***

***\*If applicant is not homeowner or a representative with the contractor an authorization letter from the property owner must be provided\****