

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

FENCE 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

Business Name (if applicable)

Primary Contact

Street Address

Suite No.

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 (check one only)

Type of Work:	NEW	ALTERATION	ADDITION	REPLACEMENT
Property Type:	TOWNHOUSE	SINGLE FAMILY	CONDO	COMMERCIAL

COST OF CONSTRUCTION

(DO NOT leave blank)

PROJECT DETAIL INFORMATION

Type of Fence:	Board on Board	Chain Link	Vinyl	Other
Fence Material:	Wood	Metal	Vinyl	Other
Height of Fence:	Front	Rear		
Length of Fence:	Front	Right	Rear	Left
Set Backs:	Front	Right	Rear	Left

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 copy of site plan/house location plat showing location of fence
3. Digital copy of Homeowners Association Letter of approval or Property Owner Letter of approval (if applicable)
4. Approval Letters from Utility Companies (if applicable)
5. Adjoining Property Owner Notification Form(s) (if applicable)
6. Application/Plan Review Fee

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