

PLANNING AND CODE ADMINISTRATION

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RESIDENTIAL IMPROVEMENT PERMIT APPLICATION

All information must be complete to initiate processing of application

SUBJECT PROPERTY

Street Address

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

GENERAL 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

MHIC License No.

License Holder's Name

Primary Contact's Name

Street Address

Suite No.

City

State

Zip Code

Phone Numbers: Work

Cell

Email Address

PERMIT TYPE (check one only)

ADDITION/ALTERATION

INTERIOR ALTERATION

EXTERIOR ALTERATION

DAMAGE REPAIR/REHAB

ROOF SHEATHING REPLACEMENT

BASEMENT EGRESS

WORK DESCRIPTION

PROJECT DETAIL INFORMATION

Dwelling Type? SINGLE FAMILY

TOWNHOUSE

STACKED (2/2 CONDO)

DUPLEX

Stories Above Grade

Stories Below Grade

Is the building sprinklered? Yes

No

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 (if applicable)
4. One (1) digital copy of site plan/house location plat with changes drawn to scale (exterior work only)
5. Digital copy of Homeowners or Common Ownership Association Letter of approval (if applicable)
6. Completed Sprinkler Requirement Worksheet for all additions, interior renovations, and repairs to determine if sprinklers will be required. This may be omitted if all permitted work is on the exterior of the existing dwelling.
7. Application/Review Fee

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

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