

THE FOLLOWING INFORMATION WILL NEED TO BE SUBMITTED BEFORE A BUILDING PERMIT CAN BE PROCESSED. THIS INFORMATION IS TYPICAL TO RESIDENTIAL CONSTRUCTION BUT WILL SUFFICE TO INITIATE A COMMERCIAL PERMIT.

1. Applicant's full name, mailing address and home phone number.
2. Premise address at project locations or enough information to develop a new address if one does not exist, i.e.: distance to next driveway and setback distance from road. A site plan of the property with proposed driveway and structure locations will be acceptable. If project is located in the Deep Creek Watershed or the towns of Oakland or Mt. Lake Park a surveyed site plan may be required.
3. Tax map, parcel, and grid information, and lot number if one is assigned.
4. If project is a new structure what is its intended use?
5. Dimensions and square foot of building (building and floor plans or drawings).
6. Type of exterior of structure, i.e.; siding, brick, stone, etc.
7. Contractors and plumbers names and license numbers if applicable.
8. Will structure have a basement? Garage?
9. Type of heat, air conditioning, number of fireplaces?
10. Number of baths? Bedrooms? Hot water heaters?
11. Contract price?
12. Has property transferred ownership in the last year? If so, from whom and what date?
13. Two sets of plans or drawings for the project are required to be submitted for review.