

## DIVISION OF PERMITS AND INSPECTIONS

## **Commercial Building Permit Application**

<ul> <li>Required Documents for New Construction and Additions:</li> <li>3 copies of full site plan along with 3 additional copies of dimensioning page</li> <li>3 copies of signed and sealed construction plans including MEPs</li> <li>Intent of Use form</li> </ul>	<ul> <li>Required Documents for Alterations, Tenant Fit-Outs, Signs:</li> <li>3 copies of signed and sealed construction plans including MEPs</li> <li>Intent of Use form (if applicable)</li> </ul>
Job Address:	Contractor Name:
Property Owner Name:	Contractor Address:
Property Owner Address:	License Number:
	Contractor Contact #:
Property Owner Contact #:	Contractor Email:
Applicant: Applicant Address:	Field Notification Name:
	Field Notification Contact #:
Applicant Contact #:	Field Notification Email:
Applicant Email: Note: If Applicant differs from Property Owner an affidavit or signed contract will be required	Note: The field notification contact will receive all automatic notifications in relation to the permit such as issuance and inspection notifications
Upon issuance, would you like this permit mailed or issued for pickup?  If mailing, to what address:	
Please provide a detailed description of work being performed:	

747 Northern Avenue | Hagerstown, MD 21742-2723 | P:240.313.2460 | F:240.313.2461 | Hearing Impaired: 7-1-1

## **Commercial** Building Permit Application

Foundation Size: Foundation Wall Type: Exterior Finish: Roof Finished Material: Sprinklers: Yes No	Number of stories: Sq Ft 1 <sup>st</sup> floor: Sq Ft 2 <sup>nd</sup> floor: Sq Ft Mezzanine: Sq Ft Type of Heat: If Gas, $\Box$ Natural Gas $\Box$ Propane Gas	
For Signs Only		
Number of Signs: Total	Square footage Of Each Sign: 1:	
□Building Mounted □Free Standing □Illuminated □Non-Illuminated	2:	
	3:	
Total Estimated Cost of Construction: \$		
Applicant Signature:	Date:	
Fees		
Application Fee: \$150.00 Technology Fee: \$15.00	All new commercial construction is subject to excise tax as follows:	
New/Addition/Alterations/ Tenant Fit-Outs \$.15/Sq Ft**	<b>Nonresidential nonretail construction</b> : \$1 per square foot of the gross square footage.	
Signs: Building Mounted: \$80 + \$.10/Sq Ft Free Standing: \$165 + \$.10/Sq Ft	Nonresidential retail construction: \$1 per square foot of the first 15,000 square feet of gross square footage and \$3 per square foot of any gross square footage over 15,000 square feet.	
**Fees are in addition to Application and Technology		
fee	ALL FEES ARE NON-REFUNDABLE	

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