



Washington County

M A R Y L A N D

DIVISION OF PERMITS AND INSPECTIONS

Commercial Building Permit Application

Required Documents for New Construction and Additions:

- 3 copies of full site plan along with 3 additional copies of dimensioning page
3 copies of signed and sealed construction plans including MEPs
Intent of Use form

Required Documents for Alterations, Tenant Fit-Outs, Signs:

- 3 copies of signed and sealed construction plans including MEPs
Intent of Use form (if applicable)

Job Address:
Property Owner Name:
Property Owner Address:
Property Owner Contact #:

Contractor Name:
Contractor Address:
License Number:
Contractor Contact #:
Contractor Email:

Applicant:
Applicant Address:
Applicant Contact #:
Applicant Email:
Note: If Applicant differs from Property Owner an affidavit or signed contract will be required

Field Notification Name:
Field Notification Contact #:
Field Notification Email:
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:

Note: Projects that include rolled plans will be pick up only.

Please provide a detailed description of work being performed:

Blank lines for providing a detailed description of work being performed.

