



Washington County

M A R Y L A N D

DIVISION OF
PLAN REVIEW & PERMITTING

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? Mail Pick up

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:

Commercial Building Permit Application

Foundation Size: _____ Foundation Wall Type: _____ Exterior Finish: _____ Roof Finished Material: _____ Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of stories: _____ 1 st floor: _____ Sq Ft 2 nd floor: _____ Sq Ft Mezzanine: _____ Sq Ft Type of Heat: _____ If Gas, <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane Gas
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For Signs Only	
Number of Signs: _____ <input type="checkbox"/> Building Mounted <input type="checkbox"/> Free Standing <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated	Total Square footage Of Each Sign: 1: _____ 2: _____ 3: _____

Total Estimated Cost of Construction: \$ _____

Applicant Signature: _____	Date: _____
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Fees

Application Fee: \$150.00 Technology Fee: \$15.00 New/Addition/Alterations/ Tenant Fit-Outs \$.15/Sq Ft** Signs: Building Mounted: \$80 + \$.10/Sq Ft Free Standing: \$165 + \$.10/Sq Ft **Fees are in addition to Application and Technology fee	<p>All new commercial construction is subject to excise tax as follows:</p> <p>Nonresidential nonretail construction: \$1 per square foot of the gross square footage.</p> <p>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.</p> <p style="text-align: right;">ALL FEES ARE NON-REFUNDABLE</p>
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