



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
- Paid Water and Sewer Allocation Receipts, if public water and sewer
- 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)
- Paid Water/Sewer Allocation receipts (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:
