



DIVISION OF PERMITS AND INSPECTIONS

FEE WAIVER REQUEST FORM

In order to have a fee waiver considered, please complete the following information and submit to the Division of Permits and Inspections for processing. Owner/Applicant requesting waived fees will be notified by the Permitting Office. NOTE – A copy of the 501(c)3 document must be submitted along with this form in order for the fee waiver to be considered.

Permit No.: _____

Property Location: _____

Commercial Property: _____ YES _____ NO Residential Property: _____ YES _____ NO

Owner of Property: _____ Telephone: _____

Owner Address: _____

Type of permit fee(s) to be waived: (Check all that apply) Building Electrical Plumbing Mechanical

Amount of fees to be waived: \$ _____ Building \$ _____ Electrical \$ _____ Plumbing \$ _____ Mechanical

Description of proposed construction/alteration/remodel: _____

Explain why fee waiver is necessary: _____

Have any fees been paid prior to this request? _____ YES _____ NO

If yes list permit type and fee amount: \$ _____ Building \$ _____ Electrical \$ _____ Plumbing \$ _____ Mechanical

I hereby request a waiver on the above permit fees associated with this project.

Signature of Property Owner _____ Date _____

Signature of Applicant/Requestor _____ Date _____

Printed – Property Owner _____ Telephone _____

Printed – Applicant/Requestor _____ Telephone _____

Relationship to Project _____

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