



DIVISION OF
PLAN REVIEW & PERMITTING

FEE WAIVER REQUEST FORM

In order to have a fee waiver considered, please complete the following information and submit to the Permitting Office 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 _____

80 West Baltimore Street | Hagerstown, MD 21740-6003 | P: 240.313.2460 | TDD: 711