



**DIVISION OF  
PLAN REVIEW & PERMITTING**

**TOWN BUILDING PERMIT APPLICATION**

County Permit # \_\_\_\_\_

Application Date: \_\_\_\_\_

Town Permit # \_\_\_\_\_

|  |  |   |                           |               |
|--|--|---|---------------------------|---------------|
| <b>JOB LOCATION</b>  |  | <b>PARCEL</b>   | <b>MAP</b>                | <b>ZONING</b> |
| <b>TYPE OF IMPROVEMENT</b> (DWELLING, DETACHED GARAGE, DECK, FINISH BASEMENT, REMODEL, ETC.)   |  |   | <b>LOT SIZE – ACREAGE</b> |               |
| <b>PROPERTY OWNER INFORMATION</b>  |  |   |                           |               |
| <b>PROPERTY OWNER(S)</b>   |  |   | <b>TELEPHONE</b>          |               |
| <b>PROPERTY OWNER(S) ADDRESS</b>   |  | <b>CITY</b>   | <b>STATE</b>              | <b>ZIP</b>    |
| <b>APPLICANT INFORMATION</b>   |  |   |                           |               |
| <b>APPLICANT/OWNER REPRESENTATIVE</b>  |  |   | <b>TELEPHONE</b>          |               |
| <b>APPLICANT/OWNER REPRESENTATIVE ADDRESS</b>  |  | <b>CITY</b>   | <b>STATE</b>              | <b>ZIP</b>    |
| <b>FIELD NOTIFICATION CONTACT</b>  |  |   |                           |               |
| <b>NAME</b>  |  | <b>PHONE NUMBER</b>   |                           |               |
| <b>EMAIL</b>   |  |   |                           |               |
| <b>CONTRACTOR INFORMATION</b>  |  |   |                           |               |
| <b>CONTRACTOR'S NAME</b>   |  |   | <b>TELEPHONE</b>          |               |
| <b>CONTRACTOR'S ADDRESS</b>  |  | <b>CITY</b>   | <b>STATE</b>              | <b>ZIP</b>    |
| <b>CONTRACTOR'S MD STATE HOME BUILDER'S LICENSE NO.</b><br>HB-   |  | <b>CONTRACTOR'S HOME IMPROVEMENT LICENSE NO.</b><br>MHIC-                   |                           |               |
| VALUATION OF PROJECT: \$ _____ BUILDING PERMIT FEE \$ _____ EXCISE TAX FEE \$ _____  |  |   |                           |               |
| <b>RESIDENTIAL CONSTRUCTION</b>  |  |   |                           |               |
| <b>TOTAL FINISHED SQUARE FOOTAGE</b> (ALL HABITABLE SPACE*) (*AREA FOR LIVING, EATING, SLEEPING, COOKING)  |  | <b>TOTAL UNFINISHED SQUARE FOOTAGE</b> (BASEMENT, PORCH/DECK, GARAGE, ETC.) |                           |               |
| <b>DETAILED DESCRIPTION OF RESIDENTIAL CONSTRUCTION</b>  |  |   |                           |               |
| <p><b>EXAMPLE:</b> TWO STORY DWELLING, FULL UNFINISHED BASEMENT WITH ROUGH-IN FULL BATH, TWO-CAR ATTACHED GARAGE ON SLAB WITH FINISHED AREA ABOVE, WOODBURNING FIREPLACE IN FAMILY ROOM. DIRECT VENT GAS FIREPLACE IN LIVING ROOM, REAR DECK WITHOUT ROOF, COVERED FRONT PORCH</p> |  |   |                           |               |

|  |  |   |  |   |
|--|--|---|--|---|
| <b>FOUNDATION SIZE:</b>  | <b>GARAGE/SHED/CARPORT SIZE:</b>                                       | <b># OF BEDROOMS:</b>                                       | <b>PUBLIC:EXISTING/PROPOSED</b><br>___ Water ___ Sewer     | <b>TYPE OF HEAT:</b><br>___ Elec ___ Oil<br>___ Natural Gas ___ Propane |
| <b>EXTERIOR FINISH:</b>  | <b>PORCH/DECK SIZE:</b>  | <b>BATHROOMS:</b><br>___ Full ___ Half                      | <b>PRIVATE: EXISTING/PROPOSED:</b><br>___ Well ___ Septic  | <b>AIR CONDITIONING:</b><br>___ Y ___ N                                 |
| <b>ROOF TYPE:</b><br><br>TRUSS<br><br>RAFTER   | <b>CRAWL SPACE:</b> ___ YES ___ NO <b>SLAB ON GRADE</b> ___ YES ___ NO |   | <b>AREA ABOVE GARAGE?</b> ___ YES ___ NO                   |   |
|  | <b>BASEMENT:</b> ___ YES ___ NO  |   | <b>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</b>        |   |
|  | <b>IF YES – FINISHED OR UNFINISHED (CIRCLE ONE)</b>                    |   | <b>SQUARE FOOTAGE:</b> _____ SQ. FT.                       |   |
|  | <b>IF UNFINISHED WILL THERE BE A ROUGH-IN BATH?</b> ___ YES ___ NO     |   | <b>OCCUPIED AS:</b> OFFICE BEDROOM STORAGE                 |   |
| <b>EXIT FROM BASEMENT:</b> WALK-OUT BILCO WINDOW WELL  |  | <b>OTHER:</b> _____   |  |   |
| <b>COMMERCIAL CONSTRUCTION</b>   |  |   |  |   |
| <b>DETAILED DESCRIPTION OF COMMERCIAL CONSTRUCTION:</b>  |  |   |  |   |
| <p><b>EXAMPLE:</b> CONSTRUCTION OF A 40X60 POLE BUILDING FRAME CONSTRUCTION WITH PREENGINEERED TRUSSES WITH GRAVEL BASE FOR COMMERCIAL STORAGE OF SUPPLIES FOR PROPOSED NURSERY</p>    |  |   |  |   |
| <b>EXISTING USE:</b>   |  |   | <b>PROPOSED USE:</b>                                       |   |
| <b>FOUNDATION SIZE:</b>  | <b>PUBLIC: EXISTING/PROPOSED</b><br>___ Water<br>___ Sewer             | <b>PRIVATE: EXISTING/PROPOSED</b><br>___ Well<br>___ Septic | <b>TYPE OF HEAT:</b><br>___ Electric<br>___ Gas<br>___ Oil |   |
| <b>STORIES ABOVE GRADE:</b>  | <b>STORIES BELOW GRADE:</b>  | <b>TOTAL STORIES:</b>                                       | <b>SPRINKLER PROVIDED:</b><br>___ YES ___ NO ___ PARTIAL   |   |
| <b>TOTAL SQUARE FT.</b>  |  |   |  |   |
| _____ 1 <sup>st</sup> Floor    _____ 2 <sup>nd</sup> Floor    _____ 3 <sup>rd</sup> Floor    _____ 4 <sup>th</sup> Floor    _____ 5 <sup>th</sup> Floor    _____ 6 <sup>th</sup> Floor |  |   |  |   |
| <b>Applicant's Signature</b>   |  |   | <b>Date</b>  |   |
| _____  |  |   | _____  |   |

