



DIVISION OF
PLAN REVIEW & PERMITTING

TOWN BUILDING PERMIT APPLICATION

County Permit # _____

Application Date: _____

Town Permit # _____

JOB LOCATION		PARCEL	MAP	ZONING
TYPE OF IMPROVEMENT (DWELLING, DETACHED GARAGE, DECK, FINISH BASEMENT, REMODEL, ETC.)			LOT SIZE – ACREAGE	
PROPERTY OWNER INFORMATION				
PROPERTY OWNER(S)			TELEPHONE	
PROPERTY OWNER(S) ADDRESS		CITY	STATE	ZIP
APPLICANT INFORMATION				
APPLICANT/OWNER REPRESENTATIVE			TELEPHONE	
APPLICANT/OWNER REPRESENTATIVE ADDRESS		CITY	STATE	ZIP
FIELD NOTIFICATION CONTACT				
NAME		PHONE NUMBER		
EMAIL				
CONTRACTOR INFORMATION				
CONTRACTOR'S NAME			TELEPHONE	
CONTRACTOR'S ADDRESS		CITY	STATE	ZIP
CONTRACTOR'S MD STATE HOME BUILDER'S LICENSE NO. HB-		CONTRACTOR'S HOME IMPROVEMENT LICENSE NO. MHIC-		
VALUATION OF PROJECT: \$ _____		BUILDING PERMIT FEE \$ _____		EXCISE TAX FEE \$ _____
RESIDENTIAL CONSTRUCTION				
TOTAL FINISHED SQUARE FOOTAGE (ALL HABITABLE SPACE*) (*AREA FOR LIVING, EATING, SLEEPING, COOKING)		TOTAL UNFINISHED SQUARE FOOTAGE (BASEMENT, PORCH/DECK, GARAGE, ETC.)		
DETAILED DESCRIPTION OF RESIDENTIAL CONSTRUCTION				
<p>EXAMPLE: 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>				

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

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

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TOWN ZONING INFORMATION		
	Proposed	Minimum Required
Lot Tract Area		
Lot Area Per Family		
Lot Width		
Front Yard Setback		
Rear Yard Setback		
Left Side Setback		
Right Side Setback		
Zoning District		
Special Conditions:		

The accuracy and correctness of property boundaries shown and measurements provided for this application are the sole responsibility of the applicant/property owner and the town will not be held responsible for any inaccurate or incorrect information.

Approval Granted By: _____ Date _____
Town Zoning Administrator

Approval Granted By: _____ Date _____
Planning and Zoning Representative