



Montgomery County Maryland
Department of Permitting Services

255 Rockville Pike, 2nd Floor
Rockville, Maryland 20850-4153
(240) 777-6300 Fax (240) 777-6262
http://permits.emontgomery.gov



APPLICATION FOR RESIDENTIAL BUILDING PERMIT

Sediment Control # Building AP #(s) Demolition #

DESCRIPTION OF WORK: (check all that apply)

- ADD
ALTER
CONSTRUCT
DEMOLISH
MOVE
FOUNDATION ONLY
RESTORE and/or REPAIR
Gross Sq. Ft. of Area Created
Estimated Cost: \$
Disturbed Land Area:

USE OF STRUCTURE:

- SINGLE FAMILY DWELLING
TOWNHOUSE
FENCE*
RETAINING WALL
TRAILER**
MODULAR HOME**
HOT TUB
OTHER
DECK
DUPLEX
BASEMENT
POOL IN GROUND
POOL ABOVE GROUND
DETACHED GARAGE
SHED

* IF BUILDING A FENCE OR RETAINING WALL

HEIGHT: ft. in. Note: (A signed approval letter from the adjacent lot owner(s) is required)
Located entirely on the land of the owner
Public Right of Way/Easement
Located on the lot line

**NOTE: Manufacturer's Name and Model # for All Trailers and Modular Homes

MODEL HOUSE PROGRAM: to build new homes

- INITIAL SUBMITTAL or
PREVIOUSLY APPROVED PERMIT #

REFER-BACK SYSTEM: to build new homes & pools

- INITIAL SUBMITTAL or
PREVIOUSLY APPROVED PERMIT #

New Home Model Name or #

REVISION to ORIGINAL PERMIT #
(Original permit has been issued and is active)
SITE
STRUCTURAL
HOUSE TYPE
OTHER:

BUILDING PREMISE ADDRESS: Add'l. House #'s If building new townhouses:
House Number Street City Zip
Lot(s) Block Subdivision
Nearest Cross Street

APPLICANT INFORMATION: Contact ID #: Fax #: Email:
Name of Applicant Daytime Phone #:
(Permit will be issued to Applicant)
Address City State Zip

CONTACT INFORMATION: Contact ID #: Fax #: Email:
Contact Person Daytime Phone #
(If other than Applicant)
Address City State Zip
Contractor MHIC or Montgomery County Builders License #
Contractor Address Daytime Phone #

EXPEDITED PLAN REVIEW: I request an Expedited Plan Review, when available, which is subjected to additional fees.

(Applicant's Signature) Date (Print Name)

ADDITIONAL APPROVALS:

Properties located within historic districts, municipalities and special taxing districts may require additional approvals beyond the required Department of Permitting Services (DPS) building permit. For projects located in the City of Takoma Park's Commercial Revitalization Overlay, certain permits must be approved by the City prior to commencing construction. Please refer to "Permit Procedures for Properties within a Montgomery County Municipality" for more information.

TYPE OF WATER SUPPLY WSSC WELL OTHER (specify) _____

SEWAGE DISPOSAL WSSC SEPTIC OTHER (specify) _____

MPDU ... 20% of this new home development will be built as Moderately Priced Dwelling Units Yes No

IMPACT TAX ... New Homes will be assessed an Impact Tax based on the area where the house is built ... (see Impact Tax guide)
 I will exercise an approved Impact Tax Credit, a copy of which is attached

DAP & EDAET AGREEMENTS.... Agreement must be attached for new homes when applicable.

SPECIAL EXCEPTION: Is this lot subject to a Special Exception? Yes, Case # _____ No

VARIANCE: Has a Variance been granted to perform this work? Yes, Variance # _____ No

HISTORIC AREA IN ATLAS or MASTER PLAN: Is the property a Historic resource? Yes No

AUTHORIZED AGENT AFFIDAVIT: I hereby declare and affirm, under the penalty of perjury, that:

1. I am duly authorized to make this permit application on behalf of: _____
(please print property owner's name)
2. The work proposed by this building permit application is authorized by the property owner; and
3. All matters and facts set forth in this Affidavit are true and correct to the best of my knowledge, information and belief.

(Signature of Authorized Agent) Date (Print Name)

HOMEOWNER ACTING AS NEW HOME BUILDER AFFIDAVIT:

By this instrument, I, as the property owner, am applying for an exemption from the licensing requirements for a building contractor, I hereby declare and affirm, under the penalty of perjury that:

1. I or a member of my immediate family will perform any and all construction associated with the foregoing building permit application; and
2. The type of improvement indicated on the building permit application is designed for use as a residence or dwelling place for my own or my immediate family's use; and
3. I take full responsibility for all and any code violations.
4. All matters and facts set forth in this affidavit are true and correct to the best of my knowledge, information, and belief.

(Signature of Property Owner) Date (Print Name)

TO BE READ BY THE APPLICANT:

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of the application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies. I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in the building permit application are true and correct to the best of my knowledge, information and belief.

(Applicant's Signature) Date (Print Name)

FOR OFFICE USE ONLY: Permit Fee: \$ _____ + Impact Tax, DAP or EDAET: \$ _____ Balance: \$ _____