



# Washington County

## M A R Y L A N D

### DIVISION OF PERMITS AND INSPECTIONS

## Commercial Building Permit Application

#### Required Documents for New Construction and Additions:

- 3 copies of full site plan along with 3 additional copies of dimensioning page
- 3 copies of signed and sealed construction plans including MEPs
- Intent of Use form

#### Required Documents for Alterations, Tenant Fit-Outs, Signs:

- 3 copies of signed and sealed construction plans including MEPs
- Intent of Use form (if applicable)

Job Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_  
\_\_\_\_\_

Property Owner Contact #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
\_\_\_\_\_

License Number: \_\_\_\_\_

Contractor Contact #: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Contact #: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

**Note: If Applicant differs from Property Owner an affidavit or signed contract will be required**

Field Notification Name: \_\_\_\_\_

Field Notification Contact #: \_\_\_\_\_

Field Notification Email: \_\_\_\_\_

**Note: The field notification contact will receive all automatic notifications in relation to the permit such as issuance and inspection notifications**

Upon issuance, would you like this permit mailed or issued for pickup?  Mail  Pick up

If mailing, to what address: \_\_\_\_\_  
\_\_\_\_\_

**Note: Projects that include rolled plans will be pick up only.**

#### Please provide a detailed description of work being performed:

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