BUILDING PERMIT APPLICATION
NEW SANITARY PERMIT

If the Property Is Located Within Any Incorporated Town Limits You MUST Include Your Approved Zoning Certificate/Construction Authorization When Submitting Your Application. See The Attached Check List For Guidance

<table>
<thead>
<tr>
<th>Property Owner(s) Information:</th>
<th>Who is doing the WORK? ___ Owner ___Contractor/Installer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s) ______________________</td>
<td>If Contractor/Installer the following Information is required:</td>
</tr>
<tr>
<td>Mailing Address __________________</td>
<td>Company Name/License Holder: __________________________</td>
</tr>
<tr>
<td>City ___________________ State ____ Zip Code ______</td>
<td>Mailing Address __________________________</td>
</tr>
<tr>
<td>Phone # __________________</td>
<td>Other #: __________________________</td>
</tr>
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<td></td>
<td>Person to contact when permit is approved:</td>
</tr>
<tr>
<td>Name: ___________________ Phone: __________________</td>
<td>City ___________________ State ____ Zip Code ______</td>
</tr>
<tr>
<td>Email ___________________</td>
<td>Phone # __________________</td>
</tr>
<tr>
<td></td>
<td>Email ___________________</td>
</tr>
</tbody>
</table>

Who is applying for Permit? ___ Owner ___ Tenant ___ Contractor ___ Representative of Owner ___ Representative of Contractor

Name ___________________ Contact #: __________________ |

If property owner(s)/contractor not applying then Letter(s) of Permission from owner(s) & contractors will be required prior to issuance of the approved permit. Information regarding letters of permission(s) refer to submittal check list or contact our office.

COMPLETE THE FOLLOWING
SITE PLANS MUST BE SUBMITTED WITH YOUR APPLICATION

WHAT IS THE ESTIMATED COST OF INSTALLATION? $___________________________

HOW MANY BEDROOMS WILL BE WITHIN THE STRUCTURE? ______

HOW MANY BATHROOMS WILL BE WITHIN STRUCTURE? ______

I UNDERSTAND AND ACKNOWLEDGE THAT WORK CANNOT BEGIN UNTIL APPROVED PERMIT IS ISSUED

Applicant Print Name ___________________ Signature of Applicant ___________________ Date ___________

PROPERTY INFORMATION WHERE STRUCTURE IS TO BE BUILT

Link To Maryland Tax Assessment Page http://sdat.dat.maryland.gov/RealProperty is Helpful to Fill Out Required Property Account Information

Property Account Tax ID# (8 digit #) District# Account# ___________________________________________

Location/Street: __________________________________________ City: __________________ Subdivision: ___________

Lot #: _______ Tax Map#: _______ Grid#: _______ Parcel#: _______

OFFICIAL USE ONLY: DIVISION OF PERMITS & INSPECTIONS


OFFICIAL USE ONLY: THIS SECTION TO BE COMPLETED BY DEVELOPMENT PLANS REVIEW ONLY

Verify Property Address for Critical Area/Forest Retention/Flood Plain And Any Related Records

When Reviewing Site Plans For Applicant.

WATER SOURCE? ___ Artesian; ___ Town; ___ Private Community System; Onsite Well: ___Existing ___New

WASTEWATER SOURCE ______ County; ___ Town; ___ Private Community System; Onsite Septic: ___Existing ___New

GRADING/WASTEWATER Grading Permit required? ___ No ___ Yes Permit # ___________________ Approvers Initials ______

Waste Water Permit required? ___ No ___ Yes Permit # ___________________ Approvers Initials ______
BUILDING PERMIT APPLICATION INFORMATION AND SUBMITTAL CHECKLIST
Permits Are Taken Monday-Friday 8:00am-3:30pm
Permits Must Be Applied For And Picked Up In Person

ALL PERMITS GO THROUGH AN APPROVAL PROCESS.
THE PERMIT SCOPE OF WORK DICTATES WHICH DEPARTMENTS WOULD HAVE TO APPROVE THE PERMIT

1. **Tax Assessment** page is helpful to fill out property information on application [http://sdat.dat.maryland.gov/RealProperty](http://sdat.dat.maryland.gov/RealProperty). If the property owner(s) listed on this application do not correspond with what is currently on the Maryland Tax Assessment Page we will need a copy of the signed deed or settlement papers.

2. If property is within the incorporated Town limits of Cecil, Chesapeake City, Charlestown, North East, Perryville, Port Deposit their approval is required **prior** to you applying for a County Building Permit. Contact the appropriate Town for information and approval process. Town approval documentation must be presented when applying for your permit. We do not govern properties within the **Incorporate Limits Of The Town of Elkton** 410-398-4999 or **Rising Sun** 410-658-5353.

3. **Contractor performing the installation.** A licensed plumber or those "Authorized by the Health Department", Contact the Environmental Health Department to verify that your contractor is an authorized installer. (410)996-5160

4. **Health Department** – Contact the Environmental Health Department regarding Well, Sanitary, Food Service, etc. regulations & requirements. Office: (410)996-5160. Their Departmental approval is required prior to issuance of a permit and the certificate of occupancy.

5. **SITE PLANS:** Three (3) copies of a site plan, indicating the location of the project for which you are applying, location of all other structures and the location of well and septic if applicable. Questions regarding property lines, setbacks and regulations regarding approval for where and what is allowed to be built on your property contact the Division of Planning & Zoning regarding their requirements. They can also assist you in obtaining site plans. 410-996-5220

6. **LAND USE & DEVELOPMENT SERVICES**
   - **Development Plans Review** - The development plans review division evaluates grading permits, storm water management plans, and infrastructure plans (i.e. roads, storm drains, water, and wastewater). If Grading permit required it must be issued prior to applying for your building permit. **Contact the Development Plans Review regarding their requirements. 410-996-5225.**
   - **Planning & Zoning** - P&Z coordinates major and minor subdivision review, administers the forest conservation act, oversees the Chesapeake Bay Critical Area and floodplain management programs, and ensures that all land use activity is done in conformance with the Cecil County Zoning Ordinance. In general, P&Z ensures that the goals and objectives of the County’s Comprehensive Plan are implemented. **Contact the Division of Planning & Zoning regarding their requirements. 410-996-5220**

7. **Who may apply:** The owner(s) of the property whose names are on the deed, a licensed contractor with a contract signed by the owner(s) for work for which he is applying or a letter of permission from the owner(s). If the owner(s) of the property nor the contractor are applying for the permit then a Letter of Permission will be required for those that are applying on behalf of the owner(s) and the contractor hired to do the work.
   - **Letters of Permission:** If the property is in the name of a company or corporation the letter of permission must be on company/corporation letterhead and signed by the owner(s) or authorized person for the company. If a representative is applying for the contractor that was hired by the owner(s) they must submit a letter of permission on Contractors letterhead signed by the license holder to apply and pick up permits on their behalf.

8. **A $30.00 non-refundable application fee will be required at time of application which is deducted from the cost of the permit fee.** Payment may be made by cash, check, money order or certain credit cards. There is a third party convenience/transaction fee when paying via credit card.