



DATE PROCESSED: _____
PERMIT #: _____
CLERK: _____

**BUILDING PERMIT APPLICATION  
 RESIDENTIAL ADDITIONS & RENOVATIONS**

**Addition(s) to Dwellings, Interior Renovations, Basement, Roof Mounted Solar, Masonry Chimneys, Breezeways, Attached Garage, In-Law Suites, Lean-to, Carports, Seasonal Room, Exterior Renovations, Etc.**

**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**

<p><b>Property Owner(s) Information:</b>                  Name(s) _____                  Mailing Address _____                  City _____ State _____ Zip Code _____                  Phone # _____ Other #: _____</p> <p>Person to contact when permit is approved:                  Name: _____ Phone: _____                  Email _____</p>	<p>Who is doing the WORK? <input type="checkbox"/> Owner <input type="checkbox"/> Contractor  <b>If Contractor the following information is required:</b>                  Company Name _____                  License Holder is: _____                  Maryland MHIC License # _____ Exp. Date: _____                  Mailing Address _____                  City _____ State _____ Zip Code _____                  Phone # _____                  Email _____</p>
Property Type: Primary Residence? <input type="checkbox"/> Yes <input type="checkbox"/> No    Rental Property? <input type="checkbox"/> Yes <input type="checkbox"/> No    Resale Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is applying for Permit? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Representative of Owner <input type="checkbox"/> 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	

**PROPERTY INFORMATION WHERE STRUCTURE IS TO BE BUILT**

Link To Maryland Tax Assessment Page <a href="http://sdat.dat.maryland.gov/RealProperty">http://sdat.dat.maryland.gov/RealProperty</a> 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#: _____
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**OFFICIAL USE ONLY: DIVISION OF PERMITS & INSPECTIONS**

\*Perform Hansen Property Search for Related Permits.      Ex: Shell, Renewal, Expired, Voided, New Owner, Etc.

\*New owner or completed permit is NOT a renewal

**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:     New     Existing

**WASTEWATER SOURCE**     County;     Town;     Private Community System;      Onsite Septic:     New     Existing

**\*\*\*COOL SPRING DEVELOPMENT REQUIRES WASTEWATER INSPECTION\*\*\***

**GRADING /WASTEWATER**

Grading Permit required?  No  Yes      Permit # \_\_\_\_\_      Approvers Initials \_\_\_\_\_

Waste Water Permit required?  No  Yes      Permit # \_\_\_\_\_      Approvers Initials \_\_\_\_\_

**ONLY FILL IN THE INFORMATION IN THIS SECTION THAT PERTAINS TO WHAT YOU ARE APPLYING FOR  
BUILDING SCOPE OF WORK MUST MIRROR BUILDING PLANS SUBMITTED**

What Is The Estimated Cost Of Construction? \_\_\_\_\_ Is there an existing Sprinkler System?  No  Yes

Is This A Rebuild Due To Loss?  No  Yes If Yes What Was The Cause: \_\_\_\_\_ Date Of Loss? \_\_\_\_\_

Are You Installing Basement/Foundation?  No  Yes; If Yes Type(s)?  Crawl;  Full;  Slab;  Piers

Are You Building On Existing Basement/Foundation?  No  Yes; If Yes Type(s)?  Crawl;  Full;  Slab;  Piers

**ADDITION:** 1<sup>st</sup> floor \_\_\_\_\_ Sq Ft; 2<sup>nd</sup> Floor \_\_\_\_\_ Sq Ft.; Basement \_\_\_\_\_ Sq Ft.

What will the ADDITION be used for? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INTERIOR RENOVATION:** Explain Scope of Work/Areas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXTERIOR RENOVATION:** Explain Scope of Work/Areas: \_\_\_\_\_

**FINISH BASEMENT:** Sq Ft Of Finish Area: \_\_\_\_\_ Describe Rooms: \_\_\_\_\_

**ATTACHED GARAGE:** 1<sup>st</sup> floor \_\_\_\_\_ Sq Ft; 2<sup>nd</sup> Floor \_\_\_\_\_ Sq Ft. Type of Foundation? \_\_\_\_\_

If has 2<sup>nd</sup> Floor is it Accessible by? (Check one):  Stairs\*  Pull Down Stairs  Access Opening Portable Ladder  
 \*If 2<sup>nd</sup> Floor what will it be used as?  Storage;  In-Law Suite/Apt;  Recreation Rm;

Other Explain: \_\_\_\_\_

**IN-LAW SUITE/APARTMENT** \_\_\_\_\_ Sq Ft; # of BEDRMS \_\_\_\_\_ ; #FULL BATHRMS \_\_\_\_\_ ; #HALF BATHRMS \_\_\_\_\_

List all Rooms within In-Law Suite/Apartment: \_\_\_\_\_

Is the In-Law Suite/Apartment for a  Family Member or  Rental

CARPORT \_\_\_\_\_ SQ FT DECK \_\_\_\_\_ SQ FT LEAN-TO \_\_\_\_\_ SQ FT 3 SEASON ROOM \_\_\_\_\_ SQ FT

ROOF MOUNTED SOLAR PANELS: \_\_\_\_\_ Sq Ft; # of Panels: \_\_\_\_\_ KW: \_\_\_\_\_

What structure are they being installed on: \_\_\_\_\_

\*\*Solar panels going on multiply structures on same property require separate building and electrical permits

BASEMENT ONLY: \_\_\_\_\_ Sq Ft. Type: \_\_\_\_\_ ; FOUNDATION ONLY: \_\_\_\_\_ Sq Ft;

OTHER - ITEM NOT LISTED DESCRIBE: \_\_\_\_\_ WHAT IS THE SQ FT: \_\_\_\_\_

\*\*\*WHAT IS THE TOTAL SQUARE FOOTAGE OF PROJECT: \_\_\_\_\_

**THIS INFORMATION MUST BE COMPLETED FOR ALL PERMIT TYPES**

Will there be ELECTRIC?  No  Yes

Will there be PLUMBING?  No  Yes; If yes list fixtures being installed: \_\_\_\_\_

Will there be HVACR?  No  \*Yes \* Type of Heat? \_\_\_\_\_ (ex. Gas/Oil/Propane/Electric/ Geothermal)

**PROPERTIES BEDROOM/BATHROOM INFORMATION MUST BE COMPLETED FOR ALL PERMIT TYPES**

	CURRENTLY ON PROPERTY	#NEW	IF ELIMINATING # OF	#FUTURE BATH ROUGH IN	IF APT/INLAW SUITE # OF	TOTAL # ON SITE AT COMPLETION OF PROJECT
BEDROOMS						
FULL BATHROOMS						
HALF BATHROOMS						

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

Applicant Print Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**CECIL COUNTY GOVERNMENT**  
Department of Land Use & Development Services  
**Division of Permits & Inspections**  
200 Chesapeake Boulevard, Suite 2200, Elkton, MD 21921

**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. DEPARTMENTS THAT MAY HAVE TO APPROVE YOUR PERMIT ARE BUILDING, ZONING, DEVELOPMENT PLANS REVIEW AND THE MARYLAND DEPARTMENT OF HEALTH & ENVIRONMENT.**

1. **Tax Assessment** page is helpful to fill out property information on application <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 [Cecilton](#), [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 must be licensed. Verify by visiting Maryland Home Improvement Website:** [www.dllr.state.md.us/license/mhic](http://www.dllr.state.md.us/license/mhic) or contact them at 410-230-6309 or Toll Free 1-888-218-5925
4. **BUILDING PLANS:** Two (2) copies of building plan(s) – Three (3) copies if in Town of Charlestown. Questions regarding Building Plans contact our office to speak with Plans Reviewer for building codes and plans submittal requirements.
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. **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.
8. **Who may apply:** The owner(s) of the property whose names are on the deed, a licensed contractor with the contract signed by owner(s) for work for which he is applying or a letter(s) of permission from the owners, a representative of the owner(s) or contractor. If the owner(s) of the property nor the contractor are applying for the permit than 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.
9. **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.