



ST. MARY'S COUNTY, MARYLAND
PERMIT APPLICATION



Please complete the information below prior to your submission. This application will be required in order to accept and process your submission.
ALL INFORMATION MUST BE COMPLETE OR SUBMISSION WILL BE RETURNED TO APPLICANT.

Owner: _____ Applicant: _____
Mailing Address: _____ Mailing Address: _____

Phone: _____ Phone: _____
E-mail: _____ E-mail: _____
If you want an agent (surveyor, engineer, etc.) contacted by reviewing agencies, provide information below:
Name: _____ Phone: _____
Address: _____ E-mail: _____

The Property: Street Address or Tax ID: _____
Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Sec: _____ Block: _____
Size of Property _____ Subdivision: _____ Zoning: _____
Critical Area Zoning: _____ Floodplain Zone: _____ Airport Overlay Zone: _____ AICUZ: _____

Permit Request (check more than one, if applicable):

Custom House _____ Addition: _____ Detached Structure: _____ Other: (describe) _____
Modular Home _____ Garage _____ Garage _____
Mobile Home _____ Living Space _____ Shed _____
Renovation _____ Porch/Deck _____ Pier _____
In-ground Pool _____
Demolition _____ Year structure was built _____

Commercial New Structure _____ Commercial Change of Use _____
Commercial Renovation _____ Commercial Change of Occupancy _____
Commercial Other: (describe) _____ New Business Name and Type _____
Previous Business Name and Type _____

If application is for construction of a house or renovation or addition to a house, please answer the following:

Is there an existing dwelling on the site? _____
Is the dwelling currently occupied? _____ If "no", when was the dwelling last occupied? _____
Is this a replacement dwelling? _____ Number of Bedrooms: Existing? _____ Proposed? _____ Total? _____
Is this an addition to an existing dwelling? _____ If "yes", please provide size of existing dwelling on septic system.

If construction is proposed, please provide square footage of ALL sections:

1 st Floor: _____	Porch(es): _____	Size of existing dwelling
2 nd Floor: _____	Deck(s): _____	1 st Floor: _____
3 rd Floor: _____	Landing/Stoop _____	2 nd Floor: _____
Basement _____	Carport: _____	3 rd Floor: _____
Attached Garage _____	Breezeway: _____	Basement _____
Detached Garage _____	Other: _____	
2 nd Floor _____	Describe: _____	

Total Square Footage: _____ **Value of construction:** _____

Property is served by: Public Water: yes no Public Sewer: yes no

Will this project include: Plumbing: yes no Electrical: yes no HVAC: yes no

Who will be the Builder? Contractor _____ Myself _____

Homebuilder Registration # _____ Home Improvement License # _____ Marine License # _____
Plumbing # _____ HVACR # _____ Electrical # _____

The following must be included with this application:

- Contract of Sale, Lease or Written Notarized Permission to make application if you are not the property owner.
- Recorded Deed(s) if property is not in a recorded subdivision. Provide deeds dating back to March 15, 1978.
- Plot (site) plan – **5 prints required for review**
 - Applicable site plan checklist
- Floor Plans showing interior room locations with each room use labeled. – **3 prints required for review**
- Digital submittals are requested for all document. Emailed to: BPService@stmaryscountymd.gov

Signature _____ Date: _____

By making this application, I agree and consent for employees / agents of St. Mary's County Department of Land Use and Growth Management to enter upon the land, during normal business hours, to conduct such inspections as may be required or necessary to determine compliance with the Comprehensive Zoning Ordinance.