

Certificate of Occupancy Update & Signage Application

for Commercial and Industrial Buildings



Town of Easton

Building Inspection Division

14 South Harrison Street

Easton, Maryland 21601

Telephone 410-822-2526

Fax 410-822-8738

APPLICANT INSTRUCTIONS: Complete all parts of this application, the Building Inspection Division can answer questions, regarding the completion of this application. This application is for the update of a Certificate of Occupancy only when no change occurs in the classification of the occupancy or the use within that classification. Additional Applications are required for construction activity. This application may need to be accompanied by a code analysis prepared by a registered design professional.

Signage Application should be accompanied by two sets of the signage construction documents prepared or detailing information provided within the application.

Part 1: Property Information

Office Use Only

Received Date ____ / ____ / ____

Building Permit Number _____

Total Permit Fees \$ _____

<input type="text"/>	Update Application Date	<input type="text"/>	Tax Map
<input type="text"/>	Project's Address	<input type="text"/>	Grid
<input type="text"/>	Project's Subdivision (if any)	<input type="text"/>	Parcel
<input type="text"/>	Project's City, State and Zipcode	<input type="text"/>	Lot
<input type="text"/>		<input type="text"/>	Zoning

Indicate if the Signage is within the Historic District, Façade-Storefront Width of Tenant or Building and the Number of Freestanding-Wall Signs

<input type="checkbox"/>	Within Historic District	<input type="text"/>	Façade-Storefront Width	<input type="text"/>	Freestanding Sign(s)	<input type="text"/>	Wall Sign(s)
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Part 2: Owner - Tenant Information

Owner

<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	E-Mail Address and Telephone Number

Tenant Information

For a Multiple Occupancy Building Provide Tenants information by attaching additional sheets

<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	E-Mail Address and Telephone Number
<input type="text"/>	Occupied Square Footage

Part 3: Certification

The applicant hereby certifies by completing this application as follows; (1) "I am the owner of record of the named property, or that the proposed update is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent.", (2) "That the information contained in the application is a full disclosure of the update to the Certificate of Occupancy." and (3) "That the information contained in the application is in compliance with all applicable covenants and or deed restrictions."

The applicant further certifies; (1) "That I will comply with all codes of the Town of Easton and the State of Maryland which are applicable thereto.", (2) "That I will perform no work on the above property without making the appropriate applications and acquiring the required permits." and (3) "That the Town Officials shall have the authority to enter areas covered by this application prior to issuance of the updated Certificate of Occupancy".

Signature of Applicant

Printed Name of Applicant

Telephone Number

E-Mail Address

Connection with Application

Mailing Address of Applicant

Part 4: Former Tenant Information

	Name		
	Address		
	City, State and Zip Code		
	E-Mail and Telephone		
	Occupancy and Use Type		Occupied Square Footage

Part 5: Building Information

Occupancy Design _____ <input type="radio"/> Single Occupancy <input type="radio"/> Multiple Occupancies	Occupancy Separation _____ <input type="radio"/> Single Occupancy <input type="radio"/> Non-Separated <input type="radio"/> Separated	Fire Protection _____ <input type="radio"/> No Sprinklers <input type="radio"/> Partially Sprinklered <input type="radio"/> Fully Sprinklered	Number of Fire Areas _____ <input type="radio"/> Single Fire Area <input type="radio"/> _____ Fire Areas
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Part 6: Square Footages by Floor for Occupancy Classification

Occupancy Classification	Basement	First	Second	Third	Fourth
Assembly					
Business					
Educational					
Factory and Industrial					
High Hazard					
Institutional					
Mercantile					
Residential					
Storage					
Utility and Miscellaneous					
Total Building Floor	_____	_____	_____	_____	_____

Part 7: Fire Resistance Rating for Building Elements

Complete Information for One Construction Type Only

Construction Type	Structural Frame	Bearing Walls Exterior/Interior	Non Bearing Walls Exterior/Interior	Floor Construction	Roof Construction
		/	/		

Part 8: Description of Proposed Change of Occupancy and or Signage Details

Part 9: Change of Tenant Information

_____ / _____ / _____ Former Tenant Vacating Date	_____ / _____ / _____ Tenant Anticipated Occupancy Date	
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Office Use Only

Building Inspection Division _____ General Information _____ <input type="radio"/> Received Date ___ / ___ / ___ <input type="radio"/> Permit Number _____ <input checked="" type="radio"/> Permit Fee \$ _____	Planning and Zoning _____ General Information _____ <input type="radio"/> Not Applicable <input checked="" type="radio"/> Town Impact \$ _____ <input type="radio"/> County Receipt Received	Planning Commission _____ Application _____ <input type="radio"/> Not Applicable <input type="radio"/> Yes - In Review <input type="radio"/> Yes - Approve	Historic District Commission _____ Application _____ <input type="radio"/> Not Applicable <input type="radio"/> Yes - In Review <input type="radio"/> Yes - Approved
Approval _____ <input type="radio"/> Date ___ / ___ / ___ <input checked="" type="radio"/> BID Initials _____	Approval _____ <input type="radio"/> Date ___ / ___ / ___ <input type="radio"/> P&Z Initials _____	Approval _____ <input type="radio"/> Date ___ / ___ / ___ <input type="radio"/> PC Initials _____	Approval _____ <input type="radio"/> Date ___ / ___ / ___ <input type="radio"/> HDC Initials _____

