

# Residential Application for Building Permit



## Town of Easton

**Building Department**  
 14 South Harrison Street  
 Easton, Maryland 21601  
 Telephone 410-822-2526  
 Fax 410-822-8738

APPLICANT INSTRUCTIONS: Complete all parts of this application. A Commercial Building Permit Assistance Bulletin is available and or the Building Department can answer questions, regarding the completion of this application. Additional Applications are required for Grading, Demolition, Swimming Pools, Signage, Plumbing, Mechanical and Electrical work. Applicants should also contact the following offices for additional requirements: Planning and Zoning, Engineering, Easton Utilities, State Fire Marshals Office, Environmental Health, Soil Conservation Services, Maryland Department of the Environment, State Highway Administration and Middle Department Inspection Agency. This application must be accompanied by four sets of construction documents prepared by a registered design professional.

<b>Office Use Only</b>	
Received Date	____ / ____ / ____
Building Permit Number	_____
Total Permit Fees \$	_____

### Part 1: Property Information

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

Indicate if the Project is located within the Overlay District's Below:

<input type="checkbox"/>	Planned Redevelopment	<input type="checkbox"/>	Historic	<input type="checkbox"/>	Critical Area	<input type="checkbox"/>	Planned Unit Development	<input type="checkbox"/>	Planned Health Care
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### Part 2: Owner - Tenant Information

<b>Owner</b>	
<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Telephone - Fax
<b>Tenant Information</b>	
<small>For a Multiple Occupancy Building Provide Tenants information by attaching additional sheets</small>	
<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Telephone - Fax
<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 work 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 and construction documents is a full disclosure of the project." and (3) "That the information contained in the application and construction documents is in compliance with all applicable covenants and or deed restrictions."

The applicant further certifies if a permit is issued as follows; (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 not specifically in this application and construction documents." and (3) "That the Town Officials shall have the authority to enter areas covered by such permit to enforce the codes applicable to such permit."

<input type="text"/>	<input type="text"/>
Signature of Applicant	Printed Name of Applicant
<input type="text"/>	<input type="text"/>
Telephone Number	Fax Number
<input type="text"/>	<input type="text"/>
Connection with Application	
<input type="text"/>	
Mailing Address of Applicant	

## Part 4: Contractor Information

### General Contractor

For Multiple Contractors, provide information by attaching additional sheets

<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Telephone - Fax
<input type="text"/>	Contractor's or MHIC and or RHB License Numbers

### Mechanical Contractor

For Multiple Contractors, provide information by attaching additional sheets

<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Telephone - Fax
<input type="text"/>	Maryland HVACR License Number

### Plumbing Contractor

For Multiple Contractors, provide information by attaching additional sheets

<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Telephone - Fax
<input type="text"/>	Maryland, Talbot and Easton Plumbing License Number

### Electrical Contractor

For Multiple Contractors, provide information by attaching additional sheets

<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Telephone - Fax
<input type="text"/>	Talbot Electrical License Number

### Sprinkler Contractor

For Multiple Contractors, provide information by attaching additional sheets

<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Telephone - Fax
<input type="text"/>	Maryland Sprinkler License Number

## Part 5: Permit Information

Upon receipt of the Building Permit the permit shall be posted on site and work covered by that permit may commence. Every permit issued shall become: invalid unless the work is commenced within 180 days after the permit's issuance or expired if the commenced work is suspended or abandoned for a period greater than 180 days from the last inspection. Validation of commencement shall be through required inspections and, suspension or abandonment shall be through periodic departmental inspections. All permits shall expire 630 days from the date of their issuance. The building official is authorized to grant, in writing, one or more extensions of time, for periods not exceeding 90 days each. All extension shall be requested in writing with justifiable cause demonstrated. One set of approved Construction Documents must be on site at all times.

It shall be the duty of the holder of the Building Permit or their duly authorized agent to: notify the Building Department when work is ready for inspection, to provide access to such work and means for the inspections of such work, for all required inspections. Inspection requests shall be made twenty-four hours in advance of the work being ready. Requested inspections will be made on the next available business day, prior to the end of business. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Department.

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building, structure or portion thereof shall be made until the Building Department has issued a Certificate of Occupancy. Prior to the issuance of a Certificate of Occupancy, the Building Department shall have received all required approval from the following offices: Planning and Zoning, Engineering, Easton Utilities, State Fire Marshals Office, Environmental Health, Soil Conservation Services, Maryland Department of the Environment, State Highway Administration and Middle Department Inspection Agency. All required inspections for Building, Grading, Demolition, Swimming Pools, Signage, Plumbing, Mechanical and Electrical permits associated with the building structure or portion thereof shall have been approved. The Building Department shall also have received final reports from all third party inspection agencies for special inspections and a certified location survey plot.

