

Residential Application for Building Permit

APPLICANT INSTRUCTIONS: COMPLETE ALL PARTS OF THIS APPLICATION. A Commercial Building Permit Assistance Bulletin is available and or the Building Inspection Division 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 and State Highway Administration. This application must be accompanied by three sets of construction documents prepared by a registered design professional.

Revised April 2021



Town of Easton
 Building Inspection Division
 14 S. Harrison St.
 Easton, MD 21601
 Phone: 410-822-2526
 Fax: 410-822-8738

Office Use Only

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"/>		<input type="checkbox"/>	Grid
<input type="text"/>	Project's Address	<input type="checkbox"/>	Parcel
<input type="text"/>	Project's Subdivision (if any)	<input type="checkbox"/>	Lot
<input type="text"/>	Project's City, State and Zip Code	<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

Owner	
<input type="text"/>	Name
<input type="text"/>	Address
<input type="text"/>	City, State and Zip Code
<input type="text"/>	Email Address and Phone Number
Tenant Information	
<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"/>	Email Address and Phone 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 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." (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	Email Address
<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

Name
Address
City, State and Zip Code
Email Address and Phone Number
Contractor's or MHIC and/or MHBR License Numbers

Mechanical Contractor

For Multiple Contractors, provide information by attaching additional sheets

Name
Address
City, State and Zip Code
Email Address and Phone Number
Maryland HVACR License Number

Plumbing Contractor

For Multiple Contractors, provide information by attaching additional sheets

Name
Address
City, State and Zip Code
Email Address and Phone Number
Maryland, Talbot and/or Easton Plumbing License Number

Electrical Contractor

For Multiple Contractors, provide information by attaching additional sheets

Name
Address
City, State and Zip Code
Email Address and Phone Number
Maryland, Talbot and/or Easton Electricians License Number

Sprinkler Contractor

For Multiple Contractors, provide information by attaching additional sheets

Name
Address
City, State and Zip Code
Email Address and Phone Number
MHIC & 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 Code 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 Inspection Division 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 Inspection Division.

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 Code Official has issued a Certificate of Occupancy. Prior to the issuance of a Certificate of Occupancy, the Building Inspection Division 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 and State Highway Administration. 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 Inspection Division shall also have received final reports from all third party inspection agencies for special inspections and a certified location survey plat.

Part 6: Square Footages by Floor for Classification of Work

Classification of Work	Basement	First	Second	Third	Fourth
New Construction or Addition					
Change of Occupancy					
Alteration Level 3					
Alteration Level 2					
Alteration Level 1					
Repairs					
Demolition					
Unaltered					
Total Building Floor					

Part 7: Project Type

Project Type

Single Family Dwelling
 Duplex Family Dwelling
 Multiple Family Townhouse
 Manufactured Housing
 Accessory Structure

Part 8: Accessory Structures Information

Accessory Structure Information	Porches Patio Covers	Patios - Decks	Garages - Sheds	Fences	Other
Square Footage or Linear Feet					
Attached to Primary Structure					
Detached from Primary Structure					
Proximity to Primary Structure					

Part 9: Description of Proposed Work

Part 10: Systems

Fire Sprinkler: _____ (Yes / No)
 Fuel Gas: _____ (Yes / No)
 Type of Heat: _____ (Gas / Electric)

Part 11: Total Project Information

____ / ____ / ____ Estimated Start Date	____ / ____ / ____ Estimated Finish Date	\$ _____ Estimated Project Value	FEMA Flood Plain Y or N
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Office Use Only

Building Dept - General Info. <input type="radio"/> Received Date ____ / ____ / ____ <input type="radio"/> Permit # _____ <input type="radio"/> Permit Fee \$ _____	Planning & Zoning - General Info. <input type="radio"/> Not Applicable <input type="radio"/> Town Impact \$ _____ <input type="radio"/> County Receipt Received	Engineering Dept Application <input type="radio"/> Not Applicable <input type="radio"/> Grading Permit # _____	HDC Application <input type="radio"/> Not Applicable <input type="radio"/> Yes - In Review <input type="radio"/> Yes - Approved
Approval <input type="radio"/> Date ____ / ____ / ____ <input type="radio"/> BD Initials _____	Approval <input type="radio"/> Date ____ / ____ / ____ <input type="radio"/> P&Z Initials _____	Approval <input type="radio"/> Date ____ / ____ / ____ <input type="radio"/> Eng. Initials _____	Approval <input type="radio"/> Date ____ / ____ / ____ <input type="radio"/> HDC Initials _____

EUC Approval / Comments: Date: ____ / ____ / ____ EUC Initials: _____