

# Application for Fences, Swimming Pools & Spas

**APPLICANT INSTRUCTIONS: COMPLETE ALL PARTS OF THIS APPLICATION.** The Building Inspection Division can answer questions regarding the completion of this application. Additional applications for pools and spas are required for Plumbing, Mechanical and Electrical work. This application must be accompanied by three sets of site plans and details for the fence, pool and/or spa, and a description of the proposed work. All applications for the installation of fencing within a forest conservation area must be accompanied by a summary of the proposed construction techniques and measures being taken to reduce impacts to existing vegetation. Fence styles currently permitted within these easements are a 4-foot high wooden, 3-rail split-rail fence or in some limited cases a 4-foot high paddock style fence.

Revised Dec. 2023



**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: Project 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 Zip Code	<input type="checkbox"/>	Lot
		<input type="checkbox"/>	Zoning

**Confirm the Project Work Area in Square Footage**

<input type="checkbox"/> Fence _____	<input type="checkbox"/> Above-Ground Swimming Pool _____
<input type="checkbox"/> In-Ground Swimming Pool _____	<input type="checkbox"/> Spa or Hot Tub _____

### 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"/>	Email Address and Phone Number
<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"/>	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 am the contractor in charge of the project and 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"/>	<input type="text"/>
Connection with Application	
<input type="text"/>	
Mailing Address of Applicant	

**Part 4: Contractor Information**

**Fencing 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 License Numbers

**Pool / Spa 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 License Numbers

**Plumbing / Gas Fitter 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  
Talbot County Electrical Registration 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.

