

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.

Office Use Only

Received Date ____ / ____ / ____

Building Permit Number _____

Total Permit Fees \$ _____

Part 1: Property Information

<input type="text"/>	Update 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

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	
<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"/>	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

Revised Dec. 2021

