

Application for Commercial Building Permit

Calvert County, Maryland
Inspection & Permits Division
205 Main Street, 1st Floor
Prince Frederick, MD 20678

BUILDING/GRADING AP # _____

Received By IP: _____ Date _____

PROJECT ADDRESS				SPECIAL EXCEPTION			
Street #		Street Name		<input type="checkbox"/> Fire Restoration		<input type="checkbox"/> Natural Disaster	
City				IS THIS PERMIT TO REMEDY A CODE ENFORCEMENT CASE?			
State		Zip		<input type="checkbox"/> Yes		<input type="checkbox"/> No Case #	
Directions to Site (from 150 Main Street)				IS THIS A NON-PROFIT ORGANIZATION?			
				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
				DOES THIS PROJECT INCLUDE ANY EXTERIOR WORK?			
				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
APPLICANT				DOES THIS PROJECT HAVE AN APPROVED SITE PLAN?			
<input type="checkbox"/> Architect		<input type="checkbox"/> Contractor		<input type="checkbox"/> Engineer		<input type="checkbox"/> Owner	
<input type="checkbox"/> Permit Service				Site Plan #			
<input type="checkbox"/> I have an Online Portal account in Encompass				Site Plan Name			
<input type="checkbox"/> I do not have an Online Portal account in Encompass				IS THIS A CHANGE IN USE?			
Name				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Mailing Address				IS THIS PART OF A MULTI-TENANT BUILDING?			
				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
City:				EXISTING FACILITY NAME			
State:		Zip:					
Email				EXISTING USE & OCCUPANCY TYPE			
Phone							
Project Name (Subdivision, Lot #, etc.):				PROPOSED FACILITY NAME			
Description of Work:				PROPOSED USE & OCCUPANCY TYPE			
				SECONDARY USE & OCCUPANCY TYPE			
PROJECT INFORMATION							
<input type="checkbox"/> New Construction		<input type="checkbox"/> Renovation/Repair		<input type="checkbox"/> Demolition		TYPE OF CONSTRUCTION	
Estimated Construction Cost \$							
CHECK ALL THAT APPLY				AUTO SPRINKLER			
<input type="checkbox"/> Shell		<input type="checkbox"/> White Box		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<input type="checkbox"/> Tenant-Fit-Out (TFO)		<input type="checkbox"/> Antenna Co-Location		DESIGN OCCUPANCY LOAD			
<input type="checkbox"/> Telecom Tower		<input type="checkbox"/> Addition					
<input type="checkbox"/> Pool – Above-Ground		<input type="checkbox"/> Sign		ENROLLMENT #			
<input type="checkbox"/> Solar Panels - Ground Mount		<input type="checkbox"/> Solar Panels - Roof Mount					
<input type="checkbox"/> Tent		<input type="checkbox"/> Trailer -Classroom		I hereby certify that I have read and understand the requirements listed on page 2 of this permit application form; I have the authority to make this application, the information given is correct, and the use and construction shall conform to the County Health Regulations, the Building Code, Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.			
<input type="checkbox"/> Trailer - Construction		<input type="checkbox"/> Trailer - Office					
<input type="checkbox"/> Water Dependent		<input type="checkbox"/> Other					
Finished Sq Ft		Unfinished Sq Ft					
GRADING DETAILS							
Grading Work							
<input type="checkbox"/> Bulkhead		<input type="checkbox"/> Pier					
<input type="checkbox"/> NONE		<input type="checkbox"/> Pool In-Ground					
<input type="checkbox"/> Retaining Wall		Height					
Lot Size		<input type="checkbox"/> Acres		<input type="checkbox"/> SqFt		PRINT NAME:	
Earth Disturbance SQFT		Cut + Fill Amount CY					
Pool Volume (Gallons)				DATE:			
# Trees Removed							
# Stumps Removed		<input type="checkbox"/> Grind		<input type="checkbox"/> Remove		<input type="checkbox"/> Clear Cut	
Water Dependent		<input type="checkbox"/> Barge		<input type="checkbox"/> Land			

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Commercial Building Application Requirements

- This permit application and all required information will be submitted to the Inspections & Permits Division for review by all applicable County and State agencies; incomplete packages will result in processing delays
- Separate permits and inspections will be required for projects that include plumbing and electrical work.
- The permit and approved plan must be posted conspicuously at the front of the lot.
- Permits expire 2 years after issuance unless the project is under continuous construction.

Commercial Building Inspection Requirements

- After issuance of a building permit, inspections shall be requested by calling the Inspections & Permits Division at least 24 hours in advance by visiting the online portal or contacting Inspections & Permits at 410-535-2155.
- Inspections must be requested by 3:00 pm. in order to be scheduled for the following day. While every effort is made to perform inspections on the day they are scheduled extenuating circumstances may result in a delay.
- Required inspections shall include but are not limited to: (1) before footings or slabs are poured (2) before foundation walls are backfilled (3) before framed walls are insulated (Certifications are required for engineered floor and roof system) (4) before interior and exterior walls are covered, and (5) upon completion of construction. Depending on construction methods and sequence, additional inspections may be required. Contact the Inspections & Permits Office if you have questions about the need for a specific inspection.
- Separate permits and inspections will be required for projects that include plumbing and electrical work.
- Section 109.3 of the International Building Code states that: It shall be the duty of the permit holder or their agent to notify the building official that work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work. Work requiring an inspection that has been covered or concealed prior to receiving a required inspection will have to be exposed.