



New Construction Permit (Residential, Commercial, Industrial)

(Residential Dwelling: \$250.00, Commercial/Industrial Buildings: \$1/\$1,000.00)

Application Date: _____ Application Fee: _____

FOR THE INCORPORATED TOWN OF New Market

Ownership: Privately Owned _____ Publicly Owned _____

Date of Application: _____ Town Zoning Classification: _____

Applicant: _____

Address: _____

Phone: _____ Email: _____

Owner Name (s): _____

Name of Contractor: _____

Address: _____

Address of Property: _____

Subdivision Name: _____ Section: _____

Lot #: _____ Property ID#: _____

Tax Map: _____ Parcel #: _____

Lot Size: _____

Lot Dimensions: _____

Set Backs: Front: _____

House Type: _____

Rear: _____

Elevation: _____

Left: _____

Right: _____

Number of off-street parking spaces: _____

Water Supply: _____ Sewage: _____

Intended Use: (e.g. Single family dwelling): _____

Type of Improvement: _____ New, _____ Addition, _____ Alteration, _____ Repair, _____
demolition, _____ Nonresidential, or other _____

Type of Use:

_____ One Family

_____ Two Family

_____ Three or More Family

_____ Swimming Pool

_____ Garage: # of Cars _____

_____ Carport: # of Cars _____

_____ Other _____

For office use only:

NOTES: _____

AP # _____

Approximately Cost of construction: \$ _____

The applicant hereby certifies and agrees as follows: (1) that he/she is authorized to make this application, (2) that the information is correct. (3) That he/she will comply with all regulations of this Town, which are applicable hereto, (4) that he/she will perform no work on the above property specifically described in this application. Any changes without approval of the agencies shall be sufficient grounds for the disapproval of a permit. Note: this permit expires (insert time) from date of approval. This permit does not exclude the applicant from acquiring the other State and Local permits necessary to starting construction.

Signed: _____

Printed Name: _____
Mailing Address: _____ Phone#: _____

Page Two:

Action Taken:

Approved: _____ Date: _____

Denied: _____ Date: _____

Reason for Denial: _____

Other: _____

For Office Use Only:

Fee Paid: _____ Check #: _____ NM New Const. Permit #: _____

Other Permits Required:

County Building Permit: _____

County Plumbing Permit: _____

County Electrical Permit: _____

(If any are checked, please take a copy of this approved application along with the proper documents mentioned on this application to the Frederick County Department of Permits and Inspections, 30 North Market Street, Frederick, MD.)

WORKSHEET FOR BUILDING PERMIT PROCESSING:

For Town Official Processing only: - Please check all that applies:

- _____ Town requires plot plans for application. The plot plans submitted meet requirements for Town processing. Plot Plans must be taken to Frederick County Permits along with this form.
- _____ Town does not require plot plans for application.
- _____ County Driveway Agency will be selected to process permit.
- _____ State Roads Agency (for freestanding signs) will be selected to process permit.
- _____ Environmental Health Agency will be selected to process permit.
- _____ County Water and Sewer will be selected to process permit.

APPLICANT – PLEASE READ:

Contact Frederick County Department of Permits and Inspections for Building Permit application information. Business hours for applications are Monday through Friday, excluding holidays, 8:00 AM – 3:30 PM. For Non-Residential and New Swelling applications, the hours are 8:00 AM – 3:30 PM. For non-residential permits and new dwelling permits taken time to process, the Permits Office suggests that applications be made during the hours of 8:00 AM – 12:00 PM to ensure completion. Application information is available at <http://www.frederickcountymd.gov/index.aspx?nid=4594>. You may also call 301-600-2313 for any additional questions. Permits and Inspections is located in downtown Frederick at 30 N. Market St. A parking garage is located to the left on West Patrick St.

PLEASE NOTE:

Certificates of Occupancy will be mailed to the Town office for final approval when County inspections are completed. The Town will issue the Certificate of Occupancy. Please allow sufficient processing time.