



**City of Annapolis**  
**Department of Neighborhood & Environmental Programs**  
 145 Gorman Street 3<sup>rd</sup> Floor  
 Annapolis, MD 21401-2517

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
BY	_____
EXPIRES	_____

[DNEP@annapolis.gov](mailto:DNEP@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Building Permit Application

*Per City Code [Section 17.12.056](#), fees are not refundable.*

Please note that, per City Code [Section 17.28.090](#), any expansion or change in use may be subject to capital facility assessment charges.

Building site address \_\_\_\_\_ Suite/Unit # \_\_\_\_\_

Property Tax ID # \_\_\_\_\_ Lot # \_\_\_\_\_

Is above address within the Historic District area?    Yes    No    Waterfront?    Yes    No

Within the floodplain?    Yes    No    Sprinkler system in building?    Yes    No

Within Arts District?    Yes    No Is there Art To be installed\*    Yes    No

Property Owner Information			Contractor's Information		
Name	_____		Name	_____	
Address	_____		Address	_____	
City	State	Zip	City	State	Zip
Day phone	Cell	_____	Day phone	Cell	_____
E-mail	_____		E-mail	_____	

Applicant Information			Architect/Engineer Information		
Name	_____		Name	_____	
Address	_____		Address	_____	
City	State	Zip	City	State	Zip
Day phone	Cell	_____	Day phone	Cell	_____
E-mail	_____		E-mail	_____	

Occupant Information			Permit Information			
Name	_____		Please check if any of the following work to be done is:			
Address	_____		Plumbing	Electrical	HVAC	Gas
City	State	Zip	Residential	Commercial		
Day phone	Cell	_____	Value of work	\$	_____	
E-mail	_____					

Please provide 24-hour emergency contact information:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Describe proposed work:

\* Any Art work on a public or private building that is visible from a public walk shall be reviewed by the AIPPC. See [Chapter 6.24 ART IN PUBLIC PLACES Annapolis, MarylandCode of Ordinances](#) for projects subject to review

PERMIT # \_\_\_\_\_

Contractor License	License #	Expiration Date
MHIC		
State of MD Construction		
MD Homebuilder Registration (New residential dwellings only)		

**Dimensions of Proposed Structure**

Lot size \_\_\_\_\_ Building size \_\_\_\_\_ Building height \_\_\_\_\_ # of stories \_\_\_\_\_

Basement area only \_\_\_\_\_ Total floor area (including basement) \_\_\_\_\_

Proposed setbacks from property line (ft) Front \_\_\_\_\_ Left \_\_\_\_\_ Rear \_\_\_\_\_ Right \_\_\_\_\_

Is it a corner lot?      Yes      No

If a water or sewer connection is required, I prefer:

City installation      To seek approval of the Public Works Department to have it installed by a licensed contractor (which may require a Street/Sidewalk Opening Permit and/or a bond)

Are trees being removed?    \_\_\_No    \_\_\_Yes (if so, complete a Tree Permit application)

Are there trees within 15' of the limit of disturbance? \_\_\_No \_\_\_Yes (if so, complete a Trees in Construction Areas form)

*A use permit is required for new tenants, change of occupancy or owner, or expansion of a commercial use. (A use permit application must accompany the building permit application.)*

Existing use \_\_\_\_\_

Proposed use \_\_\_\_\_

*A certificate of occupancy may be required as determined by the Code Official.*

**Signature of owner or authorized agent**

The applicant certifies & agrees as follows: (1) that they are authorized to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they grant City officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices; (6) if you choose to appeal the issuance, decision, determination or order of this permit, the petition for appeal shall be in writing stating the grounds for appeal and shall be filed with the Building Board of Appeals within 15 calendar days of issuance, decision, determination or order. Any right to appeal shall be waived if not timely filed.

Owner or Authorized Agent (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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DNEP final approval \_\_\_\_\_ Date \_\_\_\_\_

App fee paid \_\_\_\_\_ Permit fee \_\_\_\_\_ Fee due \_\_\_\_\_