

**TOWN OF FEDERALSBURG  
BUILDING PERMIT APPLICATION**

**Planning and Zoning Office  
118 North Main St., P.O. Box 471  
Federalsburg, MD 21632**

**410-754-8173 ~ fax: 410-754-9269;      E-Mail: jgarlick@federalsburg.org**

Map \_\_\_\_\_ Parcel \_\_\_\_\_ Zoning \_\_\_\_\_ Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_  
Building Location \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Owner's name \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Critical Area: Yes \_\_\_ No \_\_\_ Sediment Erosion Control Required: Yes \_\_\_ No \_\_\_  
Floodplain: Yes \_\_\_ No \_\_\_ Stormwater Management Required: Yes \_\_\_ No \_\_\_  
Forestry Regulations Apply: Yes \_\_\_ No \_\_\_

**LOT DIMENSIONS:**

\_\_\_\_\_ Width \_\_\_\_\_ Frontage \_\_\_\_\_ Existing % Lot Coverage  
\_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_ Proposed % Lot Coverage  
Setbacks: \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Height

**TYPE OF WORK**

\_\_\_\_\_ One or two family dwelling \_\_\_\_\_ Industrial \_\_\_\_\_ Pool  
\_\_\_\_\_ Multi-Family Dwelling \_\_\_\_\_ Commercial \_\_\_\_\_ Rehab.  
\_\_\_\_\_ Accessory (over 200 sq.ft.) \_\_\_\_\_ Additions \_\_\_\_\_ Demolition  
\_\_\_\_\_ Other \_\_\_\_\_ Roof \_\_\_\_\_ Bldg. Footprint \_\_\_\_\_ Square Footage of work area.

**DESCRIPTION OF WORK** (Attach additional pages if necessary. All drawings must be readily available for Inspector to review):

**IMPROVEMENTS:**

\_\_\_\_\_ Electrical \_\_\_\_\_ Exterior \_\_\_\_\_ HVAC \_\_\_\_\_ Plumbing \_\_\_\_\_ Interior \_\_\_\_\_ Other

All commercial work requires architects/engineers as defined by Maryland State Law.

Electrical and plumbing contractors must obtain separate Permits. A company in the area for inspecting and issuing Permits for electrical, plumbing and mechanical work is First State Inspection Agency, Inc. 1-800-468-7338.

All electrical and plumbing work must be done by a licensed contractor and inspected.

Building permits for commercial or industrial properties must be reviewed by the Fire Marshal.

A Sediment Control Plan may be required by Caroline County.

A Flood Plain/Critical Areas application on properties near the Marshyhope Creek may be required.

Applicants will be required to contact a Surveyor to obtain a Floodplain Elevation Certificate for all work in the Floodplain. All building permits must comply with the regulations of the Planning and Zoning Commission of the Town of Federalsburg.

**CONTRACTOR:**

MHIC License # \_\_\_\_\_ Estimated construction cost: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address \_\_\_\_\_ E-Mail: \_\_\_\_\_

**INSPECTIONS—Required Instructions:**

To schedule inspections, you must call 24 hours in advance to the Federalsburg Planning and Zoning Office at 410-754-8173. Failure to request an inspection, failed inspections, inspections not ready, will be billed a penalty.

1. Setbacks (prior to issuance of permit)
2. Footer (following trench excavation and prior to pouring concrete)
3. Foundation (prior to backfilling)
4. Framing/Rough in (prior to insulation)
5. Insulation (prior to closing)
6. Building, Electrical, Plumbing, Zoning (prior to receiving Certificate of Occupancy).

**FEES:**

Building Permit Fees include review, issuance of permit, and the six required inspections outlined above. Additional fees will be assessed for additional inspections, and re-inspections.

**TIME LIMITATION OF PERMIT APPLICATION:**

This permit application is valid for 180 days. If the work authorized by this permit has not commenced within 180 days after its issuance, or if the work authorized by this permit is suspended or abandoned for a period of 180 days, this permit becomes invalid. One or more extensions of this permit, for periods of not more than 180 days each, may be authorized. Any and all extensions must be requested in writing and justifiable cause demonstrated before any extensions will be considered by the Office of Planning and Zoning.

**PERMIT REVIEW PROCESS:**

When an application is returned to the Office of Planning and Zoning, there will be a minimum of 48 hours before the permit will be issued.

**Certifications: The applicant hereby certifies and agrees as follows:**

1. Applicant is authorized to make this application;
2. Information provided is correct;
3. Applicant will comply with all Town, State and Federal regulations regardless of what information is shown on attached plans and specifications;
4. Applicant will perform only the work as described herein;
5. Applicant grants the officials of the Town of Federalsburg the right to enter the property for purposes of inspections and the posting of notices;
6. Work must commence within one hundred eighty (180) days of the issuance of this permit or it is void;
7. All work must be completed within eighteen (18) months unless an extension is granted. Requests for an extension must be in writing and provide justifiable cause.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Planning and Zoning Office approval \_\_\_\_\_ Date \_\_\_\_\_