

**TOWN OF LAYTONSVILLE**  
**P.O. Box 5158, Laytonsville, MD 20882**  
**(301) 869-0042 Fax (301) 869-7222**  
[www.laytonsville.md.us](http://www.laytonsville.md.us)

**NEW RESIDENTIAL HOME CONSTRUCTION**

**BUILDING PERMIT APPLICATION**

Permit Fee: \$ \_\_\_\_\_ # \_\_\_\_\_  
See Fee Schedule Date Filed: \_\_\_\_\_  
Fee Must accompany Decision: \_\_\_\_\_  
application Date: \_\_\_\_\_

1. Job Location Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Parcel: \_\_\_\_\_ Street Address: \_\_\_\_\_

2. Total Cost of Improvements: \$ \_\_\_\_\_

3. Applicant: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

4. Contractor: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

5. Architect: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

6. Engineer: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

7. Use of Building: \_\_\_\_\_

8. Class of work: New:  Addition:  Alteration:  Repair:   
Move:  Remove:  Demolition:

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9. Principal type of frame:

Masonry:  Wood:  Structural Steel:   
Reinforced concrete:  Other:

9.A Principal type of siding and roof

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10. Dimensions:

# of floors above ground level:  Basement: Yes  No:

Height of Construction: \_\_\_\_\_ Ft. Total Floor Area: \_\_\_\_\_ Sq. ft.  
# of Parking Spaces: \_\_\_\_\_

11. Garage: Yes:  No:  Attached: Yes:  No:

12. Residential: Total Rooms: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Baths: \_\_\_\_\_ Other: \_\_\_\_\_

13. Special Conditions: \_\_\_\_\_

Note: All permits issued by the Town of Laytonsville are subject to obtaining all required Montgomery County/State required building, environmental and health approvals and permits.

Note: Applications for other Town permits required for construction of fences and Swimming pools must be submitted separately.

Note: Applications for driveway aprons, cutting of curbs, sidewalks and streets to install or connect underground gas, electric power, telephone must be submitted separately. (See Driveway and Driveway Apron Ordinance.)

Note: Site plans, set of blue prints must accompany application.

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Note: Permits are not valid if construction work is not started within six (6) months from date permit is issued. Permit expires if work is not completed in one (1) year from date permit is issued.

Note: No building shall be occupied until a Certificate of Occupancy has been issued By the Town of Laytonsville. A valid Occupancy Permit issued by Montgomery County must be presented before one shall be issued by the Town of Laytonsville. (Not applicable for single family detached dwelling used as residence.)

Note: Bond in the amount determined by the Town and in a method acceptable to the Town may be required before the building permit will be issued. Call the Town Clerk to determine requirement.

Note: Please refer to Town's Zoning Ordinance regarding required setbacks and related requirements for accessory buildings.

Note: The following items must be provided before the Town of Laytonsville's New Residential Home Construction Final Building Permit will be issued:

- Certified copy of wall check
- True copy of the approved site plan
- Copy of final plat – *to include final height*

**Contact the Town Clerk to obtain final Town approval *before* seeking Montgomery County final approval.**

Note: All demolition debris must be removed from the property and disposed of according to Montgomery County regulations.

Note: Application must comply with Homeowners' Association guidelines if applicable.

Note: Before a roadside tree within the right-of-way of a public road is trimmed or cared for in any way including removal, the applicant must first obtain a permit from the Maryland Department of Natural Resources Forest Service ***before*** the Town reviews the New Residential Home Construction Permit application. A permit is also needed to plant a tree within the public road right-of way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

To obtain a permit from MD DNR: [www.dnr.state.md.us/download/060905rtp.doc](http://www.dnr.state.md.us/download/060905rtp.doc)  
Mail the completed form to: MD Dept of Natural Resources, 2 S. Bond Street,  
Bel Air, MD 21014 Attn: Tod Ericson

Signature of Applicants(s):

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I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state, county, or local law regulating construction or the performance of construction.

Contractor (Name):

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By:

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Date: \_

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