

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

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

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

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

Note: Bond to cover restoration of any damage or loss of use to Town property or public rights-of-way in connection with or related to the construction authorized under the building permit will be required.

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 Building 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; 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):

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):

By:

Date: _____

