



City of Annapolis
Department of Neighborhood & Environmental Programs
 160 Duke of Gloucester St, 2nd Fl
 Annapolis, MD 21401-2517

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

DNEP@annapolis.gov • 410-263-7946 • Fax 410-263-9158 • TDD use MD Relay or 711 • 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

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:

PERMIT # _____

Building site address _____ Date _____

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)

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 _____