

TOWN OF EMMITSBURG ZONING PERMIT APPLICATION

1. NEW CONSTRUCTION *REQUIRES*

- **Location Certification *showing***
 - Property boundaries
 - Easements
 - Building Restriction Lines
 - Any Existing buildings
 - Proposed building location
 - Existing & proposed water/utility lines
 - Scale of drawing
 - Preparer and date
- **Plumbing Plan**
- **Cost Estimate**

2. ADDITION/RENOVATION *REQUIRES*

- **Location Certification as in #1**
- **If interior renovation, drawing of proposed work**
- **Plumbing Plan – *if required***
- **Cost estimate**

3. REPAIR *REQUIRES*

- **Description of repair**
- **Cost estimate**

4. CHANGE OF USE *REQUIRES*

- **Location map** showing building & portion intended to be occupied.
- **Interior layout** including existing & new water/sewer fixtures

5. HOME OCCUPATION *REQUIRES*

- Location Certification showing residence, parking as required, notes regarding meeting conditions required for home occupation per town zoning ordinance Sections 17.04.020 & 17.32.060.
- Plumbing plan, if new facilities are involved.

6. SIGN PERMIT *REQUIRES*

- Location Certification showing building, location of sign
- Elevation sketch showing location of sign on building
- Drawing of sign, with dimensions shown.

7. SIDEWALK COMMERCIAL PERMIT

- Request Sidewalk Commercial application

FEES : Information regarding the fee for each type of project is available by calling the Town Office at 301-600-6300

HOURS: The Town Office is open from 8 - 4:30 M-F. Frank Henry, Senior Inspector is available between the hours of 9-1 M, W, Th, F, for assistance with permits. Tuesdays he is available 9-10:30 a.m. and 4:30-7 p.m.