

**INSTRUCTIONS
FOR
BUILDING PERMIT WORKSHEET**

1. Complete only the Applicant Section of this form and please print clearly. To avoid delays in applying for your permit or the need for a return trip, please call the Permit center at 410.638.3122 and ask to speak with a Customer support Analyst prior to bringing you Building Permit/Zoning Certificate Worksheet into the office. If any additional information is required at the time of your application, the Customer Support Analyst will let you know. It is important to bring all required documents with you.
2. If construction is being done by a Maryland Home Improvement Contractor, a copy of your signed contract along with the license number of the contractor is required at the time of application.
3. For new home construction, **one set** of the building plans with (1) the IECC Residential Energy Efficiency Code form and (2) a copy of the proposed Residential Fire Sprinkler Plan as designed by a Certified Sprinkler Contractor are required at the time of permit application.



Harford County
Permit Center

220 S. Main Street
Bel Air, Maryland 21014

410-638-3122

BUILDING PERMIT/ZONING CERTIFICATE WORKSHEET

**If this application is denied for any reason,
only 50% of the fee will be refunded.**

Worksheet must be signed by applicant.

Building Permit No.	_____
Zoning Certificate No.	_____
Grading Permit No.	_____
Owner Authorization:	yes no

APPLICANT: Please complete all non-shaded sections of this form printing legibly and firmly. Shaded areas will be completed by Staff.

Street Address of Work Site: _____ Application Date: _____

City/State/Zip Code: _____ Public: Water _____ Private: Septic _____
Sewer _____ Well _____

Permit Project Description: _____

Permit Type: Commercial _____ Manufactured _____ Multi-Family _____ Residential _____

Work Class: Accessory _____ Addition _____ Alteration _____ Demolition _____ Dwelling Unit _____
Mobile Home Install _____ New _____ Shell Building _____ Temporary _____ Tenant Space _____

Height of Structure: _____ Number of Stories: _____ Finished Basement: yes no

Condominium: yes no If yes: Commercial _____ or Residential _____ Construction Cost: \$ _____

Electricity: _____ Plumbing: _____ Mechanical: _____ Fire Sprinkler: _____

On Site Utility: _____ Fuel Gas: _____ Type Heat: _____

Is this Permit Application the result of an active investigation with the Department of Planning & Zoning and/or the Department of Inspections, Licenses, and Permits? (Circle one) Yes No

Applicant Information
-----> Name: _____ Phone/Cell No. _____
Full Address: _____
Email: _____

Property Owner Information
-----> Name: _____ Phone/Cell No. _____
Full Address: _____
Email: _____

Contractor Information
-----> Company Name: _____ Business No. _____
Point of Contact: _____ Cell No. _____
Full Address: _____
Email: _____

Please select main Permit Point of Contact: _____Applicant _____Property Owner _____Contractor

Will this structure be used on a temporary basis as a model home, where a sales office will be established? (YES / NO)
(Please complete unshaded areas on the reverse side of this document, also.)

ZONING CERTIFICATION FOR THIS PERMIT IS APPROVED BASED ON THE SITE PLAN AND INFORMATION SUBMITTED WITH APPLICATION

By submitting this application, the applicant certifies and agrees: (1) That the applicant is authorized to make the application because the applicant is the property owner or an authorized agent of the property owner; (2) That all the information provided is correct; (3) To comply with all the laws and regulations of Harford County that are applicable to the request; (4) To perform only the work as specifically described in this application; and (5) To grant County officials/employees the right to enter onto the property for purposes of inspecting the work permitted and posting notices. In accordance with Harford County Code §1-22 F, a person who knowingly makes a misrepresentation or false statement on an application for a County permit or license is guilty of a misdemeanor and, upon conviction, is subject to a fine not exceeding one thousand dollars (\$1,000) or imprisonment not exceeding ninety (90) calendar days or both.

CAUTION: A permit will expire one (1) year from date of issue unless work is started and diligently pursued.

Print Name: _____

Signature: _____

Date: _____

**If an event presents a public safety issue or violates a condition of the building permit/zoning certificate,
future building permits/zoning certificates may be denied.**

BUILDING PERMIT/ZONING CERTIFICATE WORKSHEET (continued)

Permit Staff will complete the sections below.

Construction Type: Type IA _____ Type IIA _____ Type IIIA _____ Type IV _____ Type VA _____
 (check one) Type IB _____ Type IIB _____ Type IIIB _____ Built to IRC _____ Type VB _____

Occupancy Classifications/Square Footage (Square Footage is measured outside wall to outside wall and includes garages):

A-1 _____ A-2 _____ A-3 _____ A-4 _____ A-5 _____ B _____ E _____
 F-1 _____ F-2 _____ H-1 _____ H-2 _____ H-3 _____ H-4 _____ H-5 _____
 I-1 _____ I-2 _____ I-3 _____ I-4 _____ M _____ R-1 _____ R-2 _____
 R-3 _____ R-4 _____ S-1 _____ S-2 _____ U _____ Built to IRC _____

Subdivision: _____

MHIC No. _____ Verified ___ MHBR No. _____ Verified ___ Land Owner Affirmation _____ Verified ___

Map _____ Grid _____ Parcel _____ Lot No. _____ Section _____ Plat No. _____

Zoning Use Code _____ Type Work _____ Tax ID No. _____ Field Card No. _____

Acres/Lot Size _____ Zoning District _____ Board of Appeals Reference _____

Plan Information

Plans Submitted _____ Model _____ No. of Bedrooms _____
 -----> Number Full Baths _____ Number Half Baths _____ Number Fireplaces _____

	<u>Width</u>	<u>X</u>	<u>Length</u>	<u>X</u>	<u>Floor</u>	=	<u>Sq. Feet</u>	<u>X</u>	<u>Rate</u>	=	<u>Fee</u>
Fee Calculation ----->	_____	X	_____	X	_____	=	_____	X	_____	=	_____
	_____	X	_____	X	_____	=	_____	X	_____	=	_____
	_____	X	_____	X	_____	=	_____	X	_____	=	_____
	_____	X	_____	X	_____	=	_____	X	_____	=	_____
	_____	X	_____	X	_____	=	_____	X	_____	=	_____
	_____	X	_____	X	_____	=	_____	X	_____	=	_____
	_____	X	_____	X	_____	=	_____	X	_____	=	_____
	_____	X	_____	X	_____	=	_____	X	_____	=	_____
	_____	X	_____	X	_____	=	_____	X	_____	=	_____
									Total Fee	=	<u>_____</u>

All Permit Applications shall expire 180 days from application date unless issued or diligently pursued. All applications will be routed to applicable County agencies for plan review and approval before building permit/zoning certificate is issued. County agencies must respond within ten (10) business days of application date.

