



**ST. MARY'S COUNTY, MARYLAND**  
**PERMIT APPLICATION**



Please Fill Out the Following Information COMPLETELY. An Incomplete Application May Delay Processing of Your Permit.

**Zoning Permit Fee - \$20**  
(Payable to: Commissioners of St. Mary's County)  
Paid Check \_\_\_ Cash \_\_\_ Due \_\_\_  
Processed by \_\_\_\_\_

Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_  
**If you want an agent (surveyor, engineer, etc.) contacted by reviewing agencies, provide information below:**  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**The Property: Street Address:** \_\_\_\_\_  
Tax Map: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_ Size of Property \_\_\_\_\_ Deed Reference: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Sec: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Critical Area Zoning: \_\_\_\_\_ Floodplain Zone: \_\_\_\_\_ Airport Overlay Zone: \_\_\_\_\_  
**Directions from Leonardtown to the property. (Be specific; include all roads, left and right turns, etc.)**

**Permit Request (check more than one, if applicable):**

Custom House \_\_\_\_\_ Addition: \_\_\_\_\_ Detached Structure: \_\_\_\_\_ Other: (describe) \_\_\_\_\_  
Modular Home \_\_\_\_\_ Garage \_\_\_\_\_ Garage \_\_\_\_\_  
Mobile Home \_\_\_\_\_ Living Space \_\_\_\_\_ Shed \_\_\_\_\_  
Commercial \_\_\_\_\_ Porch/Deck \_\_\_\_\_ Pier \_\_\_\_\_  
Renovation \_\_\_\_\_ In-ground Pool \_\_\_\_\_  
Demolition \_\_\_\_\_ Year structure was built \_\_\_\_\_

**If application is for construction of a house or renovation or addition to a house, please answer the following:**

Is there an existing dwelling on the site? \_\_\_\_\_  
Is the dwelling currently occupied? \_\_\_\_\_ If "no", when was the dwelling last occupied? \_\_\_\_\_  
Is this a replacement dwelling? \_\_\_\_\_ Number of Bedrooms: Existing? \_\_\_\_\_ Proposed? \_\_\_\_\_ Total? \_\_\_\_\_  
Is this an addition to an existing dwelling? \_\_\_\_\_ If "yes", please provide size of existing dwelling on septic system.

**IF construction is proposed, please provide square footage of ALL sections:**

1 <sup>st</sup> Floor: _____	Porch(es): _____	Size of existing dwelling 1 <sup>st</sup> Floor: _____
2 <sup>nd</sup> Floor: _____	Deck(s): _____	2 <sup>nd</sup> Floor: _____
3 <sup>rd</sup> Floor: _____	Landing/Stoop _____	3 <sup>rd</sup> Floor: _____
Basement _____	Carport: _____	Basement _____
Attached Garage _____	Breezeway: _____	
Detached Garage _____	Other: _____	
2 <sup>nd</sup> Floor _____	Describe: _____	

**Total Square Footage:** \_\_\_\_\_ **Value of construction:** \_\_\_\_\_

**Property is served by:** Public Water: yes no Public Sewer: yes no

**Will this project include:** Plumbing: yes no Electrical: yes no HVAC: yes no

**Who will be the Builder?** Contractor \_\_\_\_\_ Myself \_\_\_\_\_

Homebuilder Registration # \_\_\_\_\_ Home Improvement License # \_\_\_\_\_ Marine License # \_\_\_\_\_

**Attachments as Applicable:**

- Contract of Sale, Lease or Written Notarized Permission to make application if you are not the property owner.
- Recorded Deed(s) if property is not in a recorded subdivision. Provide deeds dating back to March 15, 1978.
- Plot plan, dimensioned or drawn to scale, showing existing and proposed structures in relation to property lines.
- Floor Plans showing interior room locations with each room use labeled.

Signature \_\_\_\_\_ Date: \_\_\_\_\_