



City of Glenarden
 "A City on the Move"
 James R. Cousins Building
 8600 Glenarden Parkway
 Glenarden, Maryland 20706

BUILDING PERMIT

Application for Building Permit

INTAKE

Received by: _____

Date: _____

Application Number	Date of Application
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SITE INFORMATION				
Address:	Land Tax Account:	Subdivision:	Tax Map:	Payment Received:
City/State/Zip:	Lot:	Block:	Parcel:	Received By:
				Date Received:

Type of Permit: (Please check one)

<input type="checkbox"/> New Residential		
<input type="checkbox"/> New Commercial		
<input type="checkbox"/> Addition	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
<input type="checkbox"/> Alteration	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
<input type="checkbox"/> Grading		
<input type="checkbox"/> Fence or Wall		

Application Package Requirements

- Completed application checklist
- Signed Checklist
- Filing fee payment
- Required plans and cost estimate (*see application checklist*)

Fee Amount - \$6.00 per thousand based of the cost of the project in addition to \$75.00 application fee.

PROPERTY OWNER INFORMATION		
Name:		
Address:	City/State/Zip:	
Telephone Number:		

Occupancy/Number of Families: _____
 Total Site Area (SF): _____
 Distributed Area: _____

Structure:

Floor Area _____
 Structure Height (ft) _____ Structure Width (ft) _____
 Structure Depth/Length (ft) _____ Structure Material: _____

Number of Rooms: _____
 Foundation type: _____ Roofing Material: _____
 Basement (yes / no) Heating: (gas / oil / electric) other: _____

Zoning and Town Code:

Existing Zoning: _____ Estimated Cost of Construction: \$ _____
 Front Foundation Setback (ft) _____ Rear Yard Setback _____
 Minimum side yard setback _____

Authorization:

I hereby certify that I am the property owner, that the application is correct, and that the building will be constructed in accordance to the Building Code, Prince George's County requirements, and the City of Glenarden requirements, as appropriate.

 Signature Print Name Date

FOR OFFICE USE ONLY	
Permit Review Committee Review:	Date Approved:
	Date Rejected:
City Council Review:	Permit Number:
	By:
Code Enforcement Review:	Filing Fee:
	Permit Fee:



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Application/Checklist for Building Permit

Project Name: _____
 Land Tax Account: _____ Tax Map: _____ Lot: _____ Block: _____ Parcel(s): _____
 Owner's Name: _____
 Address: _____
 Property Address: _____
 Phone: _____ Fax: _____ Email: _____

CHECKLIST

A. Five copies of the Prince George's County approved building permit with approved plans.

- _____ 1. Prince George's County Permit Application
- _____ 2. Prince George's County Issued Permit
- _____ 3. Complete sets of building plans with Prince George's County approval signatures and stamps
- _____ 4. Prince George's County approved Cost Estimates and/or bond amounts

B. In addition, submit five copies of drawings and photographs sufficient to indicate the completed appearance of the proposed construction and landscapes. Plans shall include:

- _____ 1. Title of plan
- _____ 2. Location map
- _____ 3. Building square footage
- _____ 4. Building dimensions
- _____ 5. Floor plans for each floor
- _____ 6. Photographs
- _____ 7. Site plan (see C below)
- _____ 8. Plan legend
- _____ 9. Drawing scale and north arrow

C. Submit five copies of site plan indicate the changes in topography, existing plants and trees, proposed building, planting, driveways, walk, patios, wall and fence locations and the relationship of the new construction to adjacent existing conditions.

- _____ 1. Sealed Plan, by a qualified professional, legal boundaries with bearing and distance drawn to a scale of 1" = 10', 1" = 20', 1" = 30', 1" = 50' or 1" = 100', include a graphic scale
- _____ 2. Adjacent landowners/zoning
- _____ 3. Location, size, and height of all existing and proposed structures and uses indicating distances between buildings and distances from structures or uses to all property lines
- _____ 4. Limits of disturbance
- _____ 5. Total area to be disturbed (in acres)
- _____ 6. Plan legend and North arrow
- _____ 7. Existing and proposed contours
- _____ 8. Total acreage of the subject property

D. Submit five copies of front elevation drawing of the proposed construction, drawn to scale, indicating materials ornaments, existing and finished grades and proposed planting.

- _____ 1. Title of plan
- _____ 2. Location map
- _____ 3. Building square footage
- _____ 4. Building dimensions
- _____ 5. Graphic scale



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- E. Submit five copies of either a side elevation drawing, drawn to scale, indicating the same information is in front elevation or a three-dimensional drawing, isometric or perspective, to indicate the completed overall appearance of the proposed construction.**

- _____ 1. Title of plan
- _____ 2. Location map
- _____ 3. Building square footage
- _____ 4. Building dimensions
- _____ 5. Graphic scale

F. Additional Requirements

- _____ 1. Two copies of Sediment and Erosion Control Plan approved by Prince George's County Soil Conservation District of Exemption Letter

APPLICATION & PERMIT FEE

Refer to Fee Schedule

Check or money order should be made payable to: City of Glenarden. Application fee due at time of application submission. Permit Fees due to prior to issuance of permit.

EROSION AND SEDIMENT CONTROL INSPECTION FEES

To be calculated by the City of Glenarden (if applicable)