



APPLICATION FOR COMMERCIAL BUILDING PERMIT

Date Received:

PLEASE PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Street Address:

Subdivision:

Map: Parcel: Lot: Lot Size:

Setbacks: Front Side: Rear:

Historic District Area? Yes No Critical Area? Yes No Grading Permit? Yes No

Forest Conservation Plan? Yes No Flood Plain? Yes No

Proposed Use

- Church
Industrial
Hospital
Institutional
Office
Retail/Commercial
Other:

Type of Improvement

- New Building
Existing Building
Addition
Alteration
Repair/Replacement
Demolition
Relocation

Type of Heating/Air

- Electricity
Gas
Oil
A/C Unit or Heat Pump

Type of Frame

- Masonry (wall bearing)
Wood Frame
Structural Steel
Reinforced concrete
Other

Type of Water Supply

- Public or Private company
Private (well, cistern)

Type of Sewage Disposal

- Public or private company
Private (septic tank)

Dimensions

Total square footage of floor area of all floors based on exterior dimensions.
Total land area, square feet.
Is there a basement? Yes or No

Cost (Estimated)

Electrical \$
Plumbing \$
Heating and air \$
Other \$
Total \$

Type of Mechanical

Will there be an elevator?
Yes No

Off-Street Parking Spaces.

Enclosed

Outdoor



TOWN OF  
**Princess Anne**

Town of Princess Anne  
30489 Broad Street  
Princess Anne, MD 21853  
410-651-1818

Permit Number: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
Permit Date: \_\_\_\_\_

Ron Alameda [ralameda@townofprincessannemd.gov](mailto:ralameda@townofprincessannemd.gov)

**Please describe in detail proposed use of new or existing building.**

**\*Town use only\* Break down of permit fees.**



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1. Owner: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

2. Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

3. Architect or Engineer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**All plans shall be submitted with this application. Copies of the specifications and the plans drawn to scale with sufficient clarity and detailed dimensions as to show the nature and character of the work performed.**

**Please submit a digital copy of all plans to [abynum@princessannetownhall.org](mailto:abynum@princessannetownhall.org) hard copies are accepted as well.**

**All work must be performed by a person who is licensed in Electrical, Plumbing and HVAC.**

\_\_\_\_\_ Electrical License Number

\_\_\_\_\_ Plumbing License Number

\_\_\_\_\_ HVAC License Number

**The Town must issue a Certificate of Occupancy before a building can be occupied.**

**In submitting this application, I hereby declare above to be true and correct, to the best of my knowledge and behalf. I understand the curb, gutter, and sidewalk along street frontages is a requirement, where applicable of the permit and that no new building shall be occupied until the Town of Princess Anne issues a Certificate of Occupancy. I will comply with provisions of Laws and Ordinances governing building construction and zoning whether specified herein or not (BOCA codes, 1996 Edition).**



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Permit Date: \_\_\_\_\_

Ron Alameda [ralameda@townofprincessannemd.gov](mailto:ralameda@townofprincessannemd.gov)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Office use only\***

	Yes	No	Date Received
Plans Submitted			
Architects Seal			
Critical Area Review			
Plumbing Permit			
Electrical Permit			
HVAC Permit			
Forest Conservation			
Grading Permit			
Flood Plain			
Sanitary District Permit			

Approved By: \_\_\_\_\_, Code Enforcement Officer

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