

BUILDING OR IMPROVEMENT PERMIT

OWNERS: _____ PH# _____
NAME: _____
ADDRESS: _____
LOCATION OF PROPERTY: _____
IS THIS PROPERTY LOCATED IN HISTORICAL DISTRICT?
(BETWEEN 80 NORTH AND 84 SOUTH MAIN) YES () NO ()

NEW CONSTRUCTION ONLY

TYPE OF BUILDING _____ SIZE OF LOT _____
OVERALL DIMENSIONS _____ TYPE OF SIDING _____
TYPE OF ROOFING _____ ESTIMATED COST _____

REPAIRS OR REMODELING

DESCRIBE:

ESTIMATED COST:

I (we) agree any and all construction, repairs or remodeling will confirm in full with Keedysville Planning and Zoning Regulations. I (we) also agree no livestock will be kept on these premises.

SIGNATURE OF OWNER(S) _____

APPROVED () DISAPPROVED () BY: _____

DATE: _____ FEE: _____

RULES & REGULATIONS FOR ALL PERMITS (REV JUNE 2000)

All permits must be requested through the Town Clerk.

Upon completion of permit, it will then be forwarded to the Keedysville Planning & Zoning for review. The Planning & Zoning meet the 2nd Monday of every month @ 7:00pm at the Town Hall.

Once the permit has been approved, fee will need to be paid. A flat fee of \$20.00 plus a surcharge of .07 per square foot of finished work and .04 per square foot of unfinished work.

After permit has been approved and fees paid, only then will the Permit Board be issued. **Work may not be started until owner has received Board.**

Owner will then be given a copy of the required stages for building inspections. It is the owner's responsibility to call **only** the Town Inspection Line @ (301) 730-5678 to request an inspection of appropriate step. **Inspections request must be at least 24 hours in advance.**

After approval of final inspection owner will receive a use and occupancy letter, completing the inspection process.

NO EXCEPTIONS TO THE ABOVE RULES WILL BE MADE; ANY QUESTIONS PLEASE CALL (301) 432-5795.

APPLICANTS RESPONSIBILITIES

1. It is the applicant's responsibility to assure that plans submitted meet or exceed CABO code (Council of American Building Officials). This is the same standard used for 1 & 2 family dwellings in Washington County. This is important because; regardless of plans Town Inspector makes a pass or fail call based on CABO code at any given stage of required inspections. If the homeowner is doing their own work, and is unsure of the code, they should consult a licensed & bonded contractor. The Planning & Zoning, as well as the Inspector will not make changes to the plans you submit.
2. It is the applicant's responsibility to ascertain that contractors are licensed and bonded. Separate permits for Plumbing, Electrical and Mechanical (heating and AC) are to be applied for at Washington County by contractors.
3. Homeowner shall not use or occupy the project until they receive a "U&O" (Use & Occupancy) letter from the town. This letter is sent to homeowner soon after Town Inspector gives the final approval sticker.
4. The Corporation of Keedysville shall use legal means, if necessary, to assure compliance with codes and U&O's. Reasonable time shall be given to correct violations. Non-compliance should result in fines and/or attachment to local property taxes.

I have read the above provisions and agree to comply with the same.

Applicant/Homeowner

Date

TOWN OF KEEDYSVILLE

REQUIRED STAGES FOR BUILDING INSPECTION

OPEN DECKS

- 1ST Footing/Pier Trenches (Before concrete)
- 2nd Final Inspection

OPEN OR CLOSED-IN PORCHES

- 1ST Footing/Pier Trenches (Before concrete)
- 2nd Framing (After electrical rough-in, if any and before interior close-in)
- 3rd Final

WOODBURING FIREPLACE & WOODSTOVE CHIMNEY

- 1ST Footing Trenches & wood bearing hearth formwork
- 2nd Heatilator or Masonry fireplace—Stop at throat to 1st flue liner
- 2nd Chimney for woodstove---Stop at thimble to 1st flue liner
- 3rd Final

UL APPROVED FIREPLACES WITH STAINLESS STEELE FLUE

- 1ST Framing (unit and flue set with framing only) (No sheeting or siding)
- 2nd Final

SINGLE ROOM ADDITION

MULTIPLE ROOM ADDITION

NEW SINGLE FAMILY RESIDENCE

ATTACHED & UNATTACHED GARAGES AND CARPORTS

POLE BUILDINGS

SHEDS

- 1ST Footing/Pier trenches (Before concrete)
- 2nd Wall check prior to framing (also waterproofing prior to backfill) (if applicable)
- 2nd Slab check prior to pouring (Basements, Garages & Porches only)
- 3rd Framing (after approved electrical, plumbing & mechanical rough-in) (if applicable)
(NO INTERIOR INSULATION OR SHEETING)
- 4TH Final (after approved final electrical, plumbing & mechanical) (if applicable)

CALL FOR INSPECTIONS AT LEAST 24 HRS. IN ADVANCE

PHONE # (301) 730-5678 24 Hour Automated System

PLEASE BE ADVISED THAT ALL FALSE INSPECTION CALLS WILL
BE SUBJECTED TO A \$25.00 FINE.