

**INSTRUCTIONS
FOR
BUILDING PERMIT WORKSHEET**

1. Complete only the Applicant Section of this form and please print clearly. If you are not the property owner of record, the Letter of Owner Authorization Form will also be required. Building Permits/Zoning Certificates must be filed for in-person. After completion, bring the Application Worksheet and all other required documents to the Permit Center, 1st Floor, Harford County Administrative Office Building, 220 South Main Street, Bel Air, Maryland.
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.
4. 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 your 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.



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 <input type="checkbox"/> no <input type="checkbox"/>

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 <input type="checkbox"/>	Private: Septic <input type="checkbox"/>
		Sewer <input type="checkbox"/>	Well <input type="checkbox"/>
Permit Project Description: _____			
Permit Type:	Commercial _____	Manufactured _____	Multi-Family _____
Work Class:	Accessory _____	Addition _____	Alteration _____
	Mobile Home Install _____	New _____	Shell Building _____
			Residential _____
			Demolition _____
			Dwelling Unit _____
			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: _____	
Occupancy Classifications/Square Footage (Square Footage is measured outside wall to outside wall and includes garages):			
A-1 _____	A-2 _____	A-3 _____	A-4 _____
F-1 _____	F-2 _____	H-1 _____	H-2 _____
I-1 _____	I-2 _____	I-3 _____	I-4 _____
R-3 _____	R-4 _____	S-1 _____	S-2 _____
		U _____	Built to IRC _____
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: <input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> 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

I have carefully examined and read this application and the same is true and correct to the best of my knowledge and belief. In doing this work, all provisions of the Harford County Codes and laws of the State of Maryland will be complied with, whether specified or not. I will notify the Department of Inspections, Licenses, and Permits twenty-four (24) hours in advance when I am ready for inspections. No work will be concealed until approved. Consent is given for the entry of authorized inspectors until the job has received a Certificate of Occupancy.

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)

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 _____

Permit Staff will complete the sections below.

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. _____

Zoning District _____ Board of Appeals Reference _____

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

Fee Calculation ----->	<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>
_____	_____	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.