



## CITY OF GLENARDEN

### PERMIT APPLICATION PROCEDURES

The property owner is required to call the City of Glenarden for a permit application appointment. The appointment is expected to take about 15 minutes to 30 minutes. For an appointment call 301-773-2100.

### PURPOSE

A permit is required for all new residential buildings, alterations, commercial buildings, commercial additions, fences, walls, demolition, and site grading. Plans are reviewed during the appointment to determine if sufficient information has been included in the package for plan review.

### REQUIRED INFORMATION FOR PERMIT APPLICATION

The property owner is required to complete a City of Glenarden permit application and checklist prior to the permit application appointment. Property information may be obtained at <http://www.dat.state.md.us/>. Applications and checklist may be obtained at the City of Glenarden 8600 Glenarden Parkway during normal business hours. The permit application checklist indicates the information required for each type of permit. At a minimum, the property owner is required to submit the following in order for the permit application to be processed: Completed and signed permit application(s) and checklist(s) for proposed project. The property owner is required to sign the application. Copy of approved permit and plans from Prince George's County Permits Office for the project. Copy of approved cost estimate and/or bond from Prince George's County Permits office for the project. Check, Money order, or credit card (Visa and MasterCard) for the filing fee to accompany permit application(s). Check/money order made payable to the City of Glenarden. Cash will not be accepted.