



City of Glenarden
"A City on the Move"
8600 Glenarden Parkway
Glenarden, Maryland 20706

Application for Building Permit:

Application Number	Date of Application
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INTAKE

Received by: _____
 Date: _____

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) Existing Site Use: _____
 Proposed Use: _____

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

PROPERTY OWNER INFORMATION

Name:	
Address:	City/State/Zip:
Telephone Number:	

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

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	Date
	Print Name	

FOR OFFICE USE ONLY

Permit Review Committee Review:	Date Approved: _____
	Date Rejected: _____
	Permit Number: _____
City Council Review:	By: _____
	Filing Fee: _____
Code Enforcement Officer Review:	Permit Fee: _____



BUILDING PERMIT

Application/Checklist for Building Permit

Project Name: _____

Land Tax Account: _____ Tax Map: _____ Lot: _____ Block: _____ Parcel(s): _____

Owner's Name: _____

Address: _____

Property Address: _____

Phon _____ Fax _____ E-Mail: _____

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 to indicate the changes in topography, existing plants and trees, proposed building, planting, driveways, walks, 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
- _____ 3. Adjacent landowners/zoning
- _____ 4. 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
- _____ 5. Limits of disturbance
- _____ 6. Total area to be disturbed (in acres)



- _____ 7. Plan legend and North arrow
- _____ 8. Existing and proposed contours
- _____ 9. 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

E. Submit five copies of either a side elevation drawing, drawn to scale, indicating the same information as 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 or Exemption Letter

APPLICATION and 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 prior to issuance of permit

EROSION AND SEDIMENT CONTROL INSPECTION FEES

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